



Department of Nursing
BSN Student Handbook
Academic Year: 2025-26

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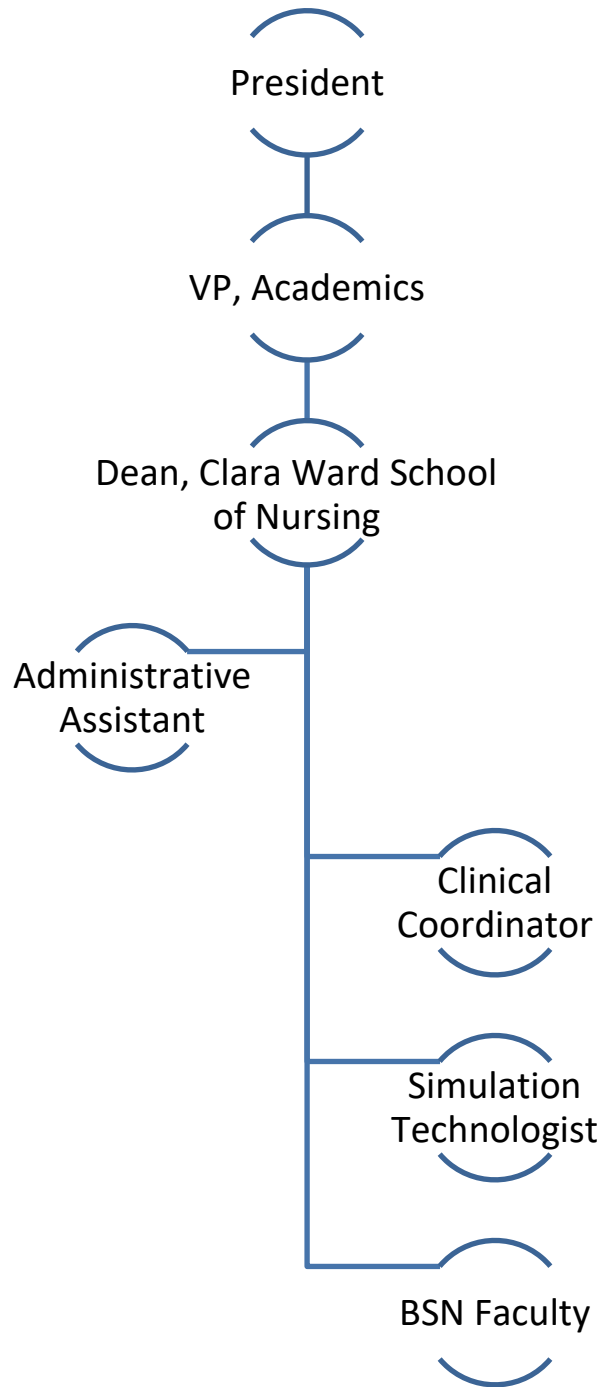
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BRYAN COLLEGE ORGANIZATIONAL CHART



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FORWARD

The purpose of the *BSN Student Handbook* is to facilitate the student's progress in meeting degree requirements through the clarification of the Department of Nursing's curricular requirements, accountability guidelines, academic policies, and procedures. The student enrolled in the nursing program may utilize this *Handbook* to find pertinent information to enhance his or her understanding of available resources and policies. In addition to the *BSN Handbook*, the student is expected to be aware of the contents of Bryan College's *Academic Catalog*, *Community Life Standards* and *Campus Resident Policies* to ensure full understanding of the College's expectations regarding student conduct and academic requirements.

EQUAL OPPORTUNITY STATEMENT

Bryan College does not discriminate on the basis of sex, race, color, age, national origin, or ethnic group in the education programs and activities which it operates according to the Civil Rights Act of 1964, and Title IX of the Education Amendment of 1972, Public Law 92-318. Nor does the College discriminate against qualified handicapped persons, according to the requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 93-112. This policy extends to both employment and admission to the College. Under Title VII of the Civil Rights Act of 1964 "religious organizations" and "religious educational institutions" are exempt from religious discrimination provisions. Bryan College is both a "religious organization" and a "religious educational institution".

In conformity with the Americans with Disabilities Act (ADA), in order to receive assistance through ADA Services, Bryan College requires individuals (applicants, employees, or students) to identify specific requests for reasonable accommodations that may be necessary due to the existence of a qualified disability.

For students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990), Bryan College takes an individual, holistic approach in providing, as required by law, reasonable accommodations. Services to students with disabilities are managed through the ADA Coordinator, and students with disabilities are required to provide documentation of their disabilities and any requested accommodations to the ADA Coordinator in order to receive services.

RIGHT RESERVED TO CHANGE

The Department of Nursing reserves the right to amend and/or alter the contents of the *BSN Student Handbook* (Handbook) at any time. Any changes will be disseminated via electronic mail to each student's official Bryan email address. Failure to read this *Handbook* or its amendments does not excuse students from the requirements and regulations described herein.

BRYAN COLLEGE OVERVIEW

The College welcomes visitors to the campus throughout the year. The administrative offices are open from 8:00 a.m. to 5:00 p.m. (EST), Monday through Friday. They can be reached via telephone 423-775-2041, toll free 1-800-277-9522, or contact Admissions at admissions@Bryan.edu. Bryan College does not discriminate on the basis of sex, race, color, age, national origin, or ethnic group in the education programs and activities which it operates according to the Civil Rights Act of 1964, and Title IX of the Education Amendment of 1972, Public Law 92-318. Nor does the College discriminate against qualified handicapped persons, according to the requirements of Section 504 of the Rehabilitation Act of 1973,

Public Law 93-112. This policy extends to both employment and admission to the College. Under Title VII of the Civil Rights Act of 1964 "religious organizations" and "religious educational institutions" are exempt from religious discrimination provisions. Bryan College is both a "religious organization" and a "religious educational institution".

Inquiries should be directed as follows. For Title IX and ADA issues contact the campus Title IX Coordinator (see the Directory at the beginning of this *Handbook*). The address and phone number are: Bryan College, 721 Bryan Drive, Dayton, TN 37321. The phone number is (423) 775-2041.

THE COLLEGE MISSION AND PURPOSE

Bryan College's mission is to educate students to become servants of Christ to make a difference in today's world. The College seeks to assist in the personal growth and development of qualified students by providing an education based upon an integrated understanding of the Bible and the liberal arts.

BRYAN COLLEGE'S EDUCATIONAL DISTINCTIVES:

1. Students will develop a knowledge of the Bible and the liberal arts and an ability to harmonize that knowledge through an understanding of their relationships.
2. Students will develop competency in one or more subjects as a foundation for graduate studies or vocations related to the disciplines of Christian Thought, Humanities, Sciences, and Social Sciences.
3. Students will demonstrate academic excellence by thinking critically, working independently and cooperatively, communicating clearly, and expressing themselves creatively.
4. Students will develop wholesome attitudes, healthful habits, responsible citizenship, constructive interests and skills, and the recognition that education is a continuing process for both faculty and students.
5. Students, faculty, and staff will serve the local community and the Bryan constituency with academic and creative experiences and consultative services in ways consistent with the educational philosophy, purpose, and resources of the College.
6. Students will mature spiritually and engage in opportunities for Christian leadership, ministry, service, worship, and discipleship.
7. Students will enhance their undergraduate and graduate education and participate in research projects and colloquia conducted by Bryan's faculty, academic departments, and affiliate and ancillary organizations.

THE COLLEGE'S CORE VALUES

- *Integrity:* Integrity is the bedrock of relationships and is an essential quality of social, business and spiritual life. Without integrity there can be no trust.
- *Respect:* Respect for one another and those of differing backgrounds and views is vital in any close-knit community such as Bryan College. Therefore, failure to show respect by adhering to the Bryan community standards is considered unacceptable.
- *Personal Responsibility:* Personal responsibility is required of every Bryan student. Students are responsible for conducting themselves in a manner that complies with the guidelines regardless of their background, culture or personal views.
- *Christ-like Servanthood:* The Bryan College experience offers many opportunities for both individual and corporate spiritual growth. Students are required to participate in the campus chapel program, attend Day of Prayer activities and participate in Community Service Day as

part of their Bryan College education. The college's desire is for all students to be formed, conformed, and transformed into the image of Jesus Christ.

ACCREDITATIONS AND MEMBERSHIPS

Bryan College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA, 30033-4097, 404-679-4501) to award associate, baccalaureate, master's and doctoral degrees. The College is approved for payment for veterans.

The baccalaureate degree program in nursing at Bryan College is pursuing initial accreditation by the Commission on Collegiate Nursing Education, 655 K Street NW, Washington, DC 20001, (202) 887-6791. Applying for accreditation does not guarantee that accreditation will be granted.

The Tennessee Board of Nursing granted initial approval for the Baccalaureate Degree Registered Nurse Program in November, 2021.

Bryan College's memberships are listed in the Academic Catalog. The School of Nursing is a member of the American Association of Colleges of Nursing (AACN), the Commission on Collegiate Nursing Education (CCNE), the Tennessee Clinical Placement System (TCPS), The Tennessee Simulation Alliance (TSA) and the Tennessee Deans & Directors of Nursing.

NURSING PROGRAM OVERVIEW

Philosophy

Believing that nurses interact with people at their most basic levels during their times of greatest need, the Department of Nursing faculty consider nursing to be a calling, and those preparing for a calling must demonstrate both great competence and great compassion. Nursing faculty endeavor to develop and nurture the qualities necessary for success toward this goal.

The philosophy of the Department of Nursing consists of the nursing meta-paradigm of PERSON, ENVIRONMENT, HEALTH and NURSING which the faculty have defined as follows:

Persons are integrated wholes, created to live in harmony with God, self, others and the environment. Each person has intrinsic value, worth and dignity because they are created in God's image. Because each person is created in God's image they have individual physical, emotional, intellectual, social, cultural, and spiritual characteristics. Each person was designed by God to live in community and function interdependently with other individuals, families, groups, communities, and populations.

Environment consists of both internal and external factors that influence and are influenced by a person's health. A personal, loving Creator created the environment, and all created things are dependent on Him for their existence. At the same time, the environment is distinct from God the Creator and all created things.

Health is a God-centered wholeness that enables the person to live in harmony with self, God, others and the environment. It is a dynamic state of optimal physical, social and mental well-being that is influenced by a person's background, genetics, lifestyle, economic and social conditions, and spirituality. Health includes choices about personal health practices and whether the person has a sense of belonging to a caring community.

Nursing is a ministry of compassionate and restorative care for the whole person, in response to God's grace, which aims to promote and foster optimum health and bring comfort in suffering and death for anyone in need. It is an art that incorporates a caring and wholistic approach to patient-centered care, and it is a science that is built upon a broad scientific and liberal arts foundation.

Faculty believe that a Christian college campus isn't meant to be a place of retreat and seclusion, but a place to learn how to creatively engage the world as Christ's proxies on earth. The faculty-mentors at Bryan College will challenge students to think critically regarding the world of ideas while affirming the truth of the Word of God as the foundation of all life and learning. They believe that the study of every discipline should enable students to see God's creative hand and give Him glory through its pursuit.

The Department of Nursing faculty are committed to providing an environment which assists students to reach their potential, promotes intellectual interest and critical thinking, and helps develop professional values and a commitment to life-long learning. Within a milieu of mutual respect, students and faculty participate collaboratively in a sense of inquiry, scholarship, learning, creativity, and service.

The Philosophy of the Department of Nursing is based on and taken from the following source:
Shelly, J., Miller, A. & Fenstermacher, K. (2021). *Called to care: A Christian vision for nursing* (3rd ed.). Intervarsity Press.

Department of Nursing Purpose

The Department of Nursing exists to mentor, inspire and educate born healers into their calling.

BSN Program Mission

The BSN Program prepares students to become professional nurses who utilize skill, ingenuity and grace in order to meet the world's changing needs, and thus represent the Lord Jesus.

BSN Program Values

Bryan College pursues its mission based upon specific core values. The BSN Program embraces and models the following characteristics:

- Integrity in thought, deed, and action;
- Excellence, creativity and innovation in approaches to teaching, scholarship and service;
- Leadership to promote strategic change in an evolving health care system;
- Diversity of thought, cultures, religions and the uniqueness of the individual;
- Discovery through critical thinking, lifelong learning and a commitment to the application of evidence-based practice;
- Collaboration with all members of the healthcare team in providing quality and safe nursing care;
- Stewardship of all resources with a commitment to fiscal responsibility.

BSN Program Goals and Objectives

Upon successful completion of the program, graduates will be able to:

1. Integrate, translate and apply disciplinary nursing knowledge and knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. (*Knowledge for Nursing Practice*)
2. Provide individualized, just, respectful, compassionate, evidence-based and developmentally appropriate care to individuals and their families. (*Person-Centered Care*)

3. Provide collaborative, compassionate, evidence-based care to populations, from public health prevention to disease management. (*Population Health*)
4. Synthesize, translate, apply and ethically disseminate nursing knowledge to improve health and transform healthcare. (*Scholarship for Nursing Practice*)
5. Employ established and emerging principles of safety and improvement science in the compassionate care of patients. (*Quality and Safety*)
6. Collaborate across professions to optimize patient care, enhance the healthcare experience, and strengthen patient outcomes. (*Interprofessional Partnerships*)
7. Provide effective and proactive leadership and coordination of resources to provide safe, quality, equitable care to diverse populations. (*Systems-Based Practice*)
8. Utilize informatics processes and technologies to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional/regulatory standards. (*Information & Healthcare Technologies*)
9. Cultivate a sustainable professional nursing identity that reflects the characteristics and values of Christ and of the nursing profession. (*Professionalism*)
10. Participate in activities that foster professional, personal and spiritual health and well-being, servant leadership and acquisition of nursing expertise. (*Personal, Professional and Leadership Development*)

The Essentials: Core Competencies for Professional Nursing Education

The BSN curriculum is designed around the framework of *The essentials: Core competencies for professional nursing education* (AACN, 2021). The broad components of *The Essentials* are as follows:

Knowledge for Nursing Practice: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.

Person-Centered Care: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.

Population Health: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.

Scholarship for Nursing Practice: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.

Quality and Safety: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

Inter-professional Partnerships: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.

Systems-Based Practice: Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations.

Information and Healthcare Technologies: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

Professionalism: Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.

Personal, Professional, and Leadership Development: Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.

American Association of Colleges of Nursing. (2021). *The essentials: Core competencies for professional nursing education*. Author.

FACULTY AND STUDENT RIGHTS AND RESPONSIBILITIES

As members of Bryan College Department of Nursing, the faculty and students have both rights and responsibilities as individuals and as participants in the educational process. Within the framework of the educational process, the faculty recognize their responsibility to provide a program and curriculum which are educationally sound, of high quality, and in keeping with the philosophy, goals, and objectives of Bryan College and the Department of Nursing. Faculty are responsible for the provision of learning opportunities which will enable the student to meet the program's objectives and to provide mechanisms for student involvement in the development of policies and procedures related to the attainment of those objectives.

Academic freedom shall include the faculty's right to teach and the students' right to learn. The student has the right to expect the institution and the faculty to define the academic requirements for progression, promotion, and graduation--including specific requirements for each course such as grading, attendance, format for written work, penalties for late work, course content, course objectives, etc. Expected student and professional conduct shall be clearly stated, including policies related to plagiarism and cheating.

Faculty recognizes the students' rights and responsibilities and has the right to expect the student to be an active participant in the teaching-learning process. The student is responsible for being informed as to the philosophy, objectives, and policies of the School, for seeking clarification, if necessary, from appropriate faculty members, and for being committed to the principle of continued academic and professional achievement.

Students have a right to expect faculty to be qualified in their respective areas of instruction, to provide opportunity for academic counseling, and to provide for continued information to the student regarding progress within the course of the program. Students are responsible for recognizing and communicating learning needs to faculty and demonstrating responsibility and self-discipline (for further information see Bryan College's *Campus Resident Policies and Community Life Standards*).

Image Release Policy

Students should understand that photographers and videographers will be present at many College/Department of Nursing functions or public locations (e.g., athletic contests, chapel, the triangle, classrooms, ceremonies, etc.) where there is no reasonable expectation of privacy. The College's Image Release Policy reserves the right to use photographs and videos of campus facilities and scenes, events, faculty, staff, and students taken in such areas, provided the images do not violate the subject's privacy. These images may be used on the Bryan College/Department of Nursing website and in various promotional items, including but not limited to news releases, brochures, advertisements, etc., at the College's discretion. Students should understand that the College shall have the right to alter and composite any such images without restriction and student approval.

In areas where a reasonable expectation of privacy exists, Bryan College will not photograph or video students without their permission. Occasionally, students may be asked to appear in publications and invited to photoshoots. On these occasions, students will be provided information on how their images or testimonials will be used and offered a release of information to be signed.

All photographs taken for Bryan College/Department of Nursing are the property of Bryan College/Department of Nursing and may be used for Bryan College/Department of Nursing promotional purposes (e.g., electronic and printed publications, websites, classroom use, College ads, etc.) and will be used without compensation to those photographed unless specific arrangements for that purpose are made.

In all cases, should a student object to having their photograph taken, it is the student's responsibility – not the photographer's – to either inform the photographer/videographer or remove themselves from the scene being photographed.

Plan of Study

The Nursing Major is a four-year program of study. A student enters Bryan College as a freshman, and applies to become a nursing major in the second semester of their freshman year. A plan of study is shared on the next page. Course descriptions are shared later in this document.

BRYAN COLLEGE BSN PROGRAM: FOUR YEAR PLAN OF STUDY

Freshman Year					
Semester I			Semester II		
Course #	Course Name	Cr.	Course #	Course Name	Cr.
COL 100	Bryan Gateway Seminar	1	BIO 222	Anatomy/Physiology II	4
ENG 109/110	College Writing	3-6	PSY 330	Lifespan Development	3
BIO 221	Anatomy/Physiology I	4	PSGS 315	Wealth & Justice	3
MTH 115	College Algebra	3	BIB 222	Old Testament	3
CT 113	Critical Survey of Worldviews	3			
	TOTAL	14-17		TOTAL	13

Sophomore Year					
Semester III			Semester IV		
Course #	Course Name	Cr.	Course #	Course Name	Cr.
BIO 224	Microbiology	4	BIO 351	Biomedical Ethics	3
NUR 221	Intro to the Nursing Profession I	2	NUR222	Intro to the Nursing Profession II	2
NUR 223	Health Promotion & Safety	3	NUR 270	Foundations of Nursing Practice	4
NUR 225	Health Assessment	3	NUR 327	Contemp. Issues in Healthcare	2
COMM111	Intro to Communication	3	BIB 224	New Testament	3
	TOTAL	15		TOTAL	14

Junior Year					
Semester V			Semester VI		
Course #	Course Name	Cr.	Course #	Course Name	Cr.
NUR 329	Global Health Perspectives	3	NUR 334	Healthcare Economics	2
NUR 337	Clin. Management of Disease I	3	NUR 338	Clin. Management of Disease II	3
NUR 371	Foundations in Adult Health I	5	NUR 372	Foundations in Ad. Health II	5
HIS 111/12	Hist. of W. Civ. I or II	3	NUR 374	Foundations in Fam. Health	4
ARTS	Elective	3	CM324	Youth Issues & Culture	3
	TOTAL	17		TOTAL	17

Senior Year					
Semester VII			Semester VIII		
Course #	Course Name	Cr.	Course #	Course Name	Cr.
NUR332	Research & EBP	3	NUR 442	Servant Leadership	3
NUR 441	Informatics & Telehealth	2	NUR 476	Interprof. Coord. of Care	5
NUR 473	Found. in Mental Health	4	NUR 478	Adv. Care of the Complex Pt.	4
NUR 475	Found. in Population Health	5	NUR 490	Senior Seminar	2
CT 321	Cult. Exp. Of Christianity	3			
	TOTAL	17		TOTAL	14

DEPARTMENT OF NURSING POLICIES

ACADEMIC POLICIES

All students are expected to follow the Bryan College guidelines and policies as established in the [Community Life Standards and Campus Resident Policies](#). All BSN students are also expected to follow the guidelines and policies as established in this *BSN Student Handbook*.

Academic Probation

A BSN student whose cumulative and/or major GPA falls below 2.75 will be placed on academic probation for one semester. Transfer credit hours and/or courses from previous Bryan degree(s) will not be included when computing the cumulative GPA as a nursing major. Assuming the student meets all other progression requirements, the student may continue in the nursing major, and his/her academic performance will be evaluated after one semester of academic probation.

If the student's cumulative GPA is 2.75 or above at the end of the probation semester, the student will be removed from academic probation. If the student's cumulative GPA remains below 2.75, the student may be dismissed from the nursing major.

A student may be placed on academic probation only twice during one enrollment in the nursing major.

Admission to the Nursing Major

Students wishing to be admitted to the nursing major must first be admitted to Bryan College as a degree-seeking student. Admission to Bryan College does not guarantee acceptance into the Department of Nursing.

In early Spring the Department of Nursing will send application forms for admission to the nursing major. Students desiring to enroll in a fall semester must submit a completed application **by April 1st** of that same year. The School of Nursing faculty approve admission to the nursing major, and their review of the pre-licensure applicant is based on the following criteria:

- I. Grades from high school level Math and Science coursework. A minimum grade of "C" in these courses is strongly preferred.
- II. A minimum cumulative GPA of 2.75 is required.
- III. A minimum grade of "C" is required in any course required for the nursing major – this includes core curriculum as well as major-specific coursework.
- IV. Test of Essential Academic Skills (TEAS)
 - a. Preference is given to students with a minimum score of 65. Applicants may repeat the test twice within a 6-month period.
- V. A certified criminal background check
 - a. The Department of Nursing uses a specific company to complete the criminal background checks. Students will be given information on how to purchase this at the time of application.
- VI. A written essay. Instructions are shared on the BSN application.

Upon admission into the nursing major, the following requirements must be completed **by August 1st**:

1. Completion of Student Health Record
2. CPR certification through the American Heart Association
3. Proof of current health insurance
4. Other elements required by Bryan College and/or the clinical site

Attendance for In-Person Class

- Punctuality is required.
- Tardiness is defined as arriving after the instructor begins the class or leaving before the instructor ends the class.
- Two tardies = one absence.
- A student is counted absent if they miss 30 minutes or more of class.
- For every two absences, the course grade will be lowered one point on the numeric grading scale. For example, the student who has an overall score of 95 at the end of a course, but has two absences, will be lowered to an overall score of 94.
- The student is required to notify the course instructor before the start of class if they are not able to attend, or if they will be late.
- Asking a classmate to inform the instructor that the student will be late/absent **does not** constitute proper notification and will not be accepted.
- The Department of Nursing faculty reserve the right to remove any student from a class, simulation, lab or clinical area who – in their judgment – fails to satisfy the requirements of safety, responsibility and accountability.
- Attendance issues will be reflected in the students' course evaluation(s).

Attendance for Online Class

- Students must submit at least one assessment (quiz, assignment, discussion forum, etc.) each week (Monday – Sunday) to be counted as 'present' for the week.
- Students who do not submit any assessment will be counted as absent.
- For every two absences, the course grade will be lowered one point on the numeric grading scale. For example, the student who has an overall score of 95 at the end of the course, but has two absences, the course grade will be lowered to an overall score of 94.
- After four absences, students may be administratively withdrawn from the course for non-participation

Attendance for Clinical

- Punctuality is required.
- Tardiness is defined as arriving after clinical begins or leaving before the instructor ends the clinical day.
- Two tardies = one absence.
- The student is required to notify the Clinical Coordinator before the start of clinical if they are not able to attend, or if they will be late.
- Asking a classmate to inform the Clinical Coordinator that the student will be late/absent **does not** constitute proper notification and will not be accepted.
- For a clinical absence, the Clinical Coordinator must receive the notification at least 60 minutes prior to the start of clinical, unless otherwise specified.

- Students missing more than 10% of the total clinical hours in a semester may be referred by the instructor to the CWSON Dean to review the student’s ability to progress in the course.
- The Department of Nursing faculty reserve the right to remove any student from a class, simulation, lab or clinical area who – in their judgment – fails to satisfy the requirements of safety, responsibility and accountability.
- Attendance issues will be reflected in the students’ clinical evaluation(s).

Grade Appeal

Refer to the Bryan College *Academic Catalog*.

Grading Scale

In accordance with Bryan College policy, each BSN student will receive a nursing course grade as follows:

A	94 – 100	C	76 – 78.99
A-	91 – 93.99	C-	73 – 75.99
B+	88 – 90.99	D+	71 – 72.99
B	85 – 87.99	D	68 – 70.99
B-	82 – 84.99	D-	65 – 67.99
C+	79 – 81.99	F	< 65

Please note that the Department of Nursing grading scale is different than the Bryan College grading scale. This is particularly important when a student chooses to withdraw from a course after the Drop/Add date each semester.

If a nursing student chooses to withdraw from a Nursing course and their course grade as of that withdrawal request is 75.99% or lower, a WF (withdraw failing) will be recorded since the lowest BSN passing grade is 76%. If the student requesting the withdrawal has a grade of 76% or higher, a grade of WP (withdraw passing) will be recorded.

Progression in the Nursing Major

Progression is monitored by the Department of Nursing faculty. Students must meet the following requirements to maintain continuous progression/enrollment in the nursing major:

1. Maintain a cumulative GPA of 2.75 in their current degree program unless on academic probation;
 - a. This means that transfer credit hours and/or courses from previous Bryan degree(s) will not be included when computing your GPA as a nursing major.
2. Criminal background check remains satisfactory;
3. Satisfactorily meet both didactic and clinical elements of each clinical course
 - a. If a student fails a nursing clinical course during the semester, they will be removed from that course. The student will be allowed to remain enrolled in non-clinical nursing courses for the remainder of the semester, if they choose to do so.
4. Satisfactory skills lab, simulation and clinical performance;
5. Continued health clearance;
6. Current CPR certification (American Heart Association)

Failure to meet any of these requirements may result in dismissal from the nursing major. If a student earns a grade below a “C” for any course required for the nursing major, she/he will be dismissed from the nursing major. Students who have been dismissed may reapply after one semester away – either the Fall or Spring semester. (Summer sessions do not count toward the one semester away.) Readmission is not guaranteed; however, all applications will be reviewed by the nursing faculty.

Note: Any interruption in progression through the major (i.e. withdrawal, leave of absence, dismissal, etc.), may impact a student’s eligibility for financial aid. Each student is responsible for contacting the Office of Financial Aid regarding their eligibility.

Readmission to the Nursing Major

A student may apply for readmission to the nursing major one time.

A student must apply for readmission to the nursing major if any of the following situation(s) apply:

- If the student chose to take a Withdrawal or a Leave of Absence from the nursing major;
- If the student was dismissed or administratively withdrawn from the nursing major for any reason;
- If the student has not been enrolled in any nursing course for 90 days or more.

The following policies apply to readmission to the BSN Program:

- Students who have an academic interruption of more than 364 days will be required to retake all nursing courses previously taken – whether at Bryan or another school.
- Upon readmission to the nursing major the student will be enrolled under the BC *Catalog* and Department of Nursing *BSN Student Handbook* that are current upon their readmission, which means the student may be required to complete additional coursework to fulfill BSN degree requirements. The readmitted student must also comply with any recommendations made by the faculty related to their readmission.
- If a student has earned a grade below a “C” for any course required for the nursing major, that course must be repeated.
- The student’s cumulative GPA must be 2.75 or higher to be eligible for readmission.
- Readmission is not guaranteed; however, all complete applications will be reviewed by the Department of Nursing faculty. Incomplete applications will not be reviewed.
- All readmitted students are required to set up and follow an academic success plan with the Academic Resource Center (ARC).

In order to be considered for readmission a student must complete the following process:

1. Make an appointment for a counseling session with the ARC
 - a. To enroll in the spring semester: by **9/1**
 - b. To enroll in the fall semester by **2/1**
2. Complete the Application for Readmission (Appendix 8) and return it to the CWSON Office as follows:
 - a. To enroll in the spring semester: application is due by **10/15**
 - b. To enroll in the fall semester: application is due by **3/15**

3. Submit a letter of request to the CWSON Dean
 - a. To enroll in the spring semester: letter is due by **10/15**
 - b. To enroll in the fall semester: letter is due by **3/15**
 - c. Letter must be submitted with the Application for Readmission.
 - d. Letter must be written in Times New Roman, 12 pt. font, single spaced, and free of spelling and grammatical errors.

The letter must include the following:

- Reason(s) why the student was not successful during his/her initial enrollment;
 - Details of the student's meetings with their advisor and the ARC, and how the student has followed their advice;
 - Action(s) the student **has taken** in the time away to ensure the student's success in the nursing major, if readmitted;
 - Reason(s) why the student believes she/he should be readmitted;
 - Action(s) the student **will take** to ensure academic success in the nursing major if readmitted.
4. If the student has not been enrolled in any nursing course for 90 days or more, she/he must successfully pass the Skills Proficiency Exam (SPE). The SPE is evaluated with a Pass/Fail.
 - a. To enroll in the spring semester: by **10/31**
 - b. To enroll in the fall semester: by **3/31**

The student is to come prepared for the SPE. If the student fails the first attempt, he/she is allowed one opportunity to retake the SPE. If the student fails to pass the SPE on the second attempt, the student will not be readmitted to the nursing major.

5. **Students accepted for readmission** are required to make an appointment with the BSN Clinical Coordinator
 - a. To enroll in the spring semester: by **10/31**
 - b. To enroll in the fall semester: by **3/31**
 - c. This is required in order to process clinical requirements.

Each of these elements is required to be completed in the order listed. If one or more elements is not addressed/included, the application will be considered incomplete, and the student will be required to wait until the next semester to be considered for readmission.

Repeating A Nursing Course

Please refer to the Bryan College *Academic Catalog*.

TESTS, EXAMS AND QUIZZES

The didactic and clinical learning experiences in the BSN program are designed to develop the students' ability to think critically, apply knowledge, and to approach patient situations as a nurse – all crucial to NCLEX-RN success. The Department of Nursing uses ExamSoft™ to administer all quizzes and exams, and a laptop is required for this purpose.

Replicating the circumstances under which the NCLEX-RN is taken is one element that is designed to increase student success on the NCLEX-RN. Accordingly, the Department of Nursing has adopted the

following procedures which are based on the National Council of State Boards of Nursing (NCSBN) rules for the NCLEX-RN which can be found at <https://www.nclex.com/nclex-rules.page>

Procedures

Personal Items

- Basically, you are not allowed to have anything with you during the exam/test/quiz except your laptop and what is given you by the faculty member.
- A calculator will be provided, as appropriate.
- All personal items must be placed in your nursing locker, including the following:
 - Bags/purses/wallets/watches
 - All electronic devices except a laptop computer ((cell/mobile/smart phones, smart watches, MP3 players, fitness bands, jump drives, cameras, etc.)
 - Coats/hats/scarves/gloves
 - Medical aids/devices
 - Food or drink, gum/candy
 - Lip balm
- No studying is allowed in the classroom prior to the exam/test/quiz
- The Department of Nursing is not responsible for lost, stolen or misplaced items. The following items may not be accessed at all during your exam, test or quiz, including breaks:
 - Study notes (any educational, test preparation or study materials;
 - Cell/mobile/smart phones, smart watches, MP3 players, fitness bands, jump drives, cameras or any other electronic devices;
 - Earplugs;
 - Weapons of any kind.

When you enter your classroom for your exam/test/quiz you are required to store all non-approved items (see the lists above) in your nursing locker, except for your laptop. If you refuse to store your electronic devices in the nursing locker, you will not be allowed to test and will not be allowed to reschedule/retake the exam/test/quiz. After everyone has finished the exam, you may retrieve your personal items.

For questions regarding what you can and cannot access outside the testing room, ask your faculty member.

Confidentiality of tests, exams and quizzes

- You may not disclose or discuss with anyone any information about the items or answers seen on your exam/test/quiz unless it is during a formal test review with the course faculty. This includes not posting or discussing questions on the Internet and/or social media websites,
- You may not reconstruct exam/test/quiz items using your memory of your exam or the memory of others.
- You may not seek help from any other party in answering items (in person, by phone, text or by email) during your exam/test/quiz (including breaks).
- You may not remove exam/test/quiz items and/or responses (in any format) or notes about the exam/test/quiz from the testing room.
- You may not copy or reconstruct exam items during or following your exam for any reason.

- You will comply with any investigation that needs to be conducted.
- **Note:** If you witness any of the above behavior, or any irregular behavior that is in violation of the exam/test/quiz rules, you are required to report it to a Nursing faculty member or the CWSON Dean and comply with any follow up investigation.

Test Administration

- You may not take the exam/test/quiz for somebody else.
- You may not tamper with the computer or use it for any function other than taking the exam/test/quiz.
- You may not obstruct/cover any part of your computer screen at any time during your exam/test/quiz.
- You may not engage in disruptive behavior at any time while taking the exam/test/quiz.
- If you experience hardware or software problems during the exam/test/quiz, notify the faculty member immediately by raising your hand.
- If you arrive late for the exam/test/quiz you are allowed to take it, but only for the remaining time allotted for the test.

Break Procedures

- Most exams/test/quizzes will not take more than two hours. Therefore, barring an emergency, each student will be expected to take care of all personal needs immediately prior to the exam/test/quiz and will not be allowed to take a break until she/he has turned in his/her exam/test/quiz.

Emergency Notification

- If someone outside the Department of Nursing needs to notify a student about an emergency while the student is taking an exam/test/quiz, that person should call the Campus Receptionist at 423-775-2041.
- The message will be relayed to the student.
- The student is not allowed to keep her/his cell phone during an exam/test/quiz even if she/he is expecting an emergent call.

Grounds for Dismissal or Cancellation of Results

A student who violates these procedures, or engages in irregular behavior, misconduct, and/or does not follow the faculty member's warning to discontinue inappropriate behavior will be dismissed from the room. Additionally, the results of the exam/test/quiz may be withheld or canceled, and the student may be dismissed from the program. Behaviors that constitute irregular behavior or misconduct include but are not limited to:

- Giving or receiving exam/test/quiz assistance of any kind.
- Using, accessing, or attempting to access any prohibited aids. Prohibited aids are any devices or materials that will be helpful in taking the exam/test/quiz. Examples of aids that are prohibited are electronic devices (e.g. cell/mobile/smart phones, tablets, smart watches, etc.), conversion tables, dictionaries, etc.
- Attempting to take the exam/test/quiz for someone else.
- Bringing any study aids (textbooks, notebooks, classroom notes, etc.) to the classroom or accessing or attempting to access such study materials at any time after the start of the

exam/test/quiz, including emergency breaks.

- Failing to follow procedures or the instructions of the faculty member.
- Creating a disturbance of any kind.
- Tampering with the operation of the computer or attempting to use it for any function other than taking the exam/test/quiz.

Exam/Quiz Average and Weighting Policy

The mission of the Department of Nursing is to prepare students to become professional nurses who utilize skill, ingenuity and grace in order to meet the world's changing needs, and thus represent the Lord Jesus. Part of that mission includes making sure students are prepared for success on the registered nursing licensure exam, known as the NCLEX-RN.

Since a BSN graduate is unable to become a professional nurse until they pass the NCLEX-RN, the BSN coursework is designed to provide the information, knowledge and clinical judgment skills necessary for NCLEX-RN success. While all BSN course content is vital toward this goal, the BSN faculty have identified eight (8) courses in which the exams and quizzes are especially important and have a specific exam/quiz weighting policy described below.

For each course listed below the exams and quizzes will count as **70%** (700 points) of the total course grade (1000 points).

NUR270	NUR372
NUR337	NUR374
NUR338	NUR473
NUR371	NUR478

NOTE: Each student is required to achieve an **overall exam average of 70%** for each of these courses **before** any other course points are factored into their overall course grade.

Students who do not meet the 70% overall exam average will receive an F in the course regardless of points earned through completion of course assignments. Program progression/readmission policies apply.

Course Absences for Exams & Quizzes: Definitions

There are four types of absences related to course exams and quizzes:

1. Planned absences
2. Unplanned absences with extenuating circumstances and faculty are notified
3. Unplanned absences with extenuating circumstances and faculty are not notified
4. Unplanned absences without extenuating circumstances with/without faculty notification

Extenuating Circumstances are defined as events or issues that arise that are beyond the control of the student. Examples include acute/sudden illness (personal or spouse) or an accident. **Examples do not include oversleeping or forgetfulness.**

Faculty notification is defined as a two-part process:

Part One

When the student realizes they will be absent for the exam they must call or text the faculty member immediately.

Part Two

The student must then email the faculty by midnight the day of the absence to further clarify the issue(s) related to the absence.

Make-up exams

Make-up exams will cover the same content as the original **but will be presented in an alternate format of short answer and essay questions to help ensure exam integrity**. The grade earned on the make-up exam is final as item analysis will not be completed on the alternate format exam.

Course Exams & Quizzes: Policies

Planned Absence

The student must make arrangements with the course faculty at least 10 days before the scheduled exam or quiz to take the exam or quiz at a time convenient for the faculty. A student who fails to meet this 10-day deadline will not be provided the opportunity to take the exam or quiz at an alternate day/time and **will receive a zero for this exam**.

Unplanned Absence: Extenuating circumstances with faculty notification

In the case of extenuating circumstances, the faculty must be notified as soon as reasonably possible, preferably before the exam or quiz date/time. Documentation of extenuating circumstances (doctor's note, death certificate, police report, hospital discharge paperwork, etc.) must be provided to the course faculty immediately upon the student's return to school.

If course faculty affirm there were extenuating circumstances around the unplanned absence and the student followed the faculty notification process, a make-up exam will be given within one (1) week of the student's return to campus. The Department Chair and/or Dean may be consulted as needed.

Failure to follow the faculty notification process will result in an automatic zero for the exam.

Unplanned Absence: Extenuating circumstances without faculty notification

Failure to follow the faculty notification process will result in an automatic zero for the exam.

Unplanned Absence: No extenuating circumstances

First instance: Twenty (20) points will be deducted from the exam score. The exam make-up policy still applies.

Second instance: Thirty (30) points will be deducted from the exam score. The exam make-up policy still applies.

Third instance: The student is dismissed from the course.

Please review the tables below for a summary of the above policies:

Situation	Faculty notified 10 days before?	Make-up exam allowed?	Additional Consequences?
Planned Absence	Yes	Yes	No
Planned Absence	No	No	Zero points on exam

Situation	Extenuating Circumstances?	Faculty notified?	Make-up exam allowed?	Additional Consequences?
Unplanned Absence	Yes	Yes	Yes	No
Unplanned Absence	Yes	No	No	Zero points on exam
Unplanned Absence	No	No	No	Zero points on exam
Unplanned Absence	No	Yes	Yes	#1: Minus 20 points on exam score #2: Minus 30 points on exam score #3: Dismissal from the course

Clinical Judgment Exams (CJEs): Overview

Why are clinical judgment exams (CJEs) so important?

Every CJE is designed to mimic what you will encounter when you take the NCLEX-RN. And every time you take a CJE, your results are compared with other nursing students across the nation. Then you receive a personalized report that shows you where you are strong, and where you have opportunities for more focus and study in order to achieve success on the NCLEX-RN.

Why does the Department of Nursing at Bryan College require students to take the CJEs?

Because we are firmly committed to your success on the NCLEX-RN, and CJEs have been shown to be excellent predictors of your ability to be successful. Students scoring 84% or higher on the CJE-RN have a 99% likelihood of passing the NCLEX-RN

(<https://assets.contenthub.wolterskluwer.com/api/public/content/2185595-nclex-readiness-infographic-detailing-how-lippincott-can-prepare-your-students-for-the-ngn-a0df0ae4b3?v=ccf5dccc>)

Do I get a grade for my CJE?

When you take a CJE you receive points based on your test score.

What if I don't take the CJE?

- Faculty are so firmly committed to your success on the NCLEX-RN, that if you do not take the CJE for the course in which it is required, you will receive a course grade, but you will be dismissed from the BSN program.
- All readmission policies apply.

Can I fail a CJE?

No. The CJE is designed to give you feedback, not evaluate your performance in a course.

What if I'm absent when the CJE is scheduled?

You do not want to be absent on a CJE day. Please refer to the policies below.

Clinical Judgment Exams: Policies

CJE: Planned Absence

No planned absences are allowed for a Clinical Judgment Exam.

CJE: Unplanned Absence

Please see above for definitions of *Extenuating Circumstances and Faculty Notification*.

In the case of extenuating circumstances, the faculty must be notified as soon as reasonably possible, preferably before the CJE date/time. Documentation of extenuating circumstances (doctor's note, death certificate, police report, hospital discharge paperwork, etc.) must be provided to the course faculty immediately upon the student's return to school.

If course faculty affirm there were extenuating circumstances around the unplanned absence and the student followed the faculty notification process, faculty will schedule a make-up CJE within one (1) week of the student's return to campus. The Department Chair and/or Dean may be consulted as needed.

If the student followed the two-part notification process as described above:

- They are required to make-up the CJE at a date/time/location determined by the course faculty
 - They will receive points based on their CJE score.
- They are required to complete the remediation
 - They will receive full points for the remediation

If the student did not follow the two-part notification process as described above:

- **They are still required** to make-up the CJE at a date/time/location determined by the course faculty.
 - They will **NOT** receive points for the CJE.
- **They are required** to complete the remediation.
 - The course faculty will decide whether to award points for the remediation, and the number of points.

If a student does not take the make-up CJE for their course when scheduled:

- Faculty are so firmly committed to student success on the NCLEX-RN, that if they student does not take the make-up CJE for the course in which it is required, they will receive a course grade, but they will be dismissed from the BSN program.
- All readmission policies apply.

Time Allowed for Degree Completion

Once a student is admitted to the nursing major, he or she must complete all coursework within 4 ½ years (9 semesters). If coursework cannot be completed within this timeframe, the student must petition to remain enrolled in the nursing major.

Time Allowed for Degree Completion After Readmission

If a student is readmitted to the nursing major, he or she must complete all relevant coursework within 3 ½ years (7 semesters). If coursework cannot be completed within this timeframe, the student must petition to remain enrolled in the nursing major.

Visitors in the School of Nursing

Due to legalities and safety factors, all visitors must report to the Stophel Center. All visitors must be accompanied by a student or other BC employee. Only persons enrolled in the Department of Nursing can attend class or other school functions unless they are invited by administration or faculty. Children may accompany parents to the Department of Nursing for business transactions only.

ADMINISTRATIVE POLICIES

Family Education Rights and Privacy Act (FERPA)

Please refer to the Bryan College *Undergraduate Academic Catalog* for all FERPA-related information.

Nondiscrimination and Disability Services

Bryan College does not discriminate on the basis of sex, race, color, age, national origin, or ethnic group in the education programs and activities which it operates according to the Civil Rights Act of 1964, and Title IX of the Education Amendment of 1972, Public Law 92-318. Nor does the College discriminate against qualified handicapped persons, according to the requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 93-112. This policy extends to both employment and admission to the College. Under Title VII of the Civil Rights Act of 1964 "religious organizations" and "religious educational institutions" are exempt from religious discrimination provisions. Bryan College is both a "religious organization" and a "religious educational institution".

In conformity with the Americans with Disabilities Act (ADA), Bryan College requires individuals (applicants, employees, or students) to identify specific requests for reasonable accommodations that may be necessary due to the existence of a qualified disability.

Inquiries should be directed as follows. For Title IX or ADA issues contact the campus Title IX and ADA Coordinator (see the Directory at the beginning of this *Handbook*). The address and phone numbers for both are the same: Bryan College, 721 Bryan Drive, Dayton, TN 37321. The phone number is (423) 775-2041.

Petition Policy

Students wishing to petition a policy shared in the *BSN Student Handbook* must submit a completed petition form (Appendix 1) to the CWSON Dean. If a student wishes to appeal a policy-related decision, petitions must be submitted within 14 days of the original decision. The CWSON Dean will review the petition and make a decision within seven (7) business days. Students wishing to appeal this original petition decision will need to follow the Student Formal Complaint procedures as outlined in the Bryan College *Community Life Standards* document.

Safety Procedures

The College has clearly defined safety procedures relating to emergency situations outlined in the Bryan College *Crisis Management Plan*. Students, staff, faculty and visitors can utilize the Dayton community's emergency "911" system when emergency treatment is required. Identified evacuation routes in the event of a fire emergency are posted throughout each building.

Incidents involving the actual/potential injury of students or faculty at clinical sites require completion of the agency-specific incident reporting process and the Department of Nursing Clinical Incident Reporting process (Appendix 3). Possible exposure to bio-hazardous waste including contaminated needle sticks requires similar incident reporting and medical follow-up in accordance with Department of Nursing and clinical agency policy/procedure.

Sexual Harassment

Please refer to the Bryan College *Community Life Standards* document for all policies related to sexual harassment.

The Department of Nursing will not tolerate retaliation against any student who complains of sexual harassment or who, in good faith, provides information in connection with any complaint or investigation. Any employee who retaliates against any student in violation of this policy will be subject to disciplinary action up to and including termination and any student who retaliates against another student in violation of this policy will be subject to disciplinary action up to and including dismissal from the BSN Program.

CLINICAL INFORMATION AND REQUIREMENTS

Students taking a nursing course with a clinical or lab component can expect class and/or clinical/skills lab schedules to occur throughout the week. All clinical schedules are arranged by the Clinical Coordinator and are determined in part by the days the clinical sites are available and by the coordination of campus resources and scheduled learning activities. Every attempt is made to schedule direct care clinical experiences within a 60 mile radius of the Bryan College campus; however, some experiences may require a longer driving distance in order to accommodate clinical site availability.

The scheduling of students' clinical experiences is a complex process involving the needs and requirements of the clinical sites and other nursing programs, and coordination of classroom and skills laboratory assignments among all nursing classes at the College. The BSN Program will continually strive to provide students with advance notice of a clinical schedule change. However, students should be prepared to accommodate changes in their clinical assignments, including days of the week, and times of day.

Additional class time or laboratory time may be scheduled during the week for practice skills sessions, tutoring, retention, and critical thinking exercises.

Students must achieve a passing grade in all clinical and laboratory learning experiences. If the student does not pass the clinical or lab component of the course, s/he will not pass the course, and therefore cannot progress in the program.

Cardiopulmonary Resuscitation (CPR)

Each student is required to submit annual documentation of current CPR certification to the BSN Clinical Coordinator. The required CPR certification is American Heart Association: HealthCare Provider.

Clinical Attendance and Make-Up Policy

Failing to use proper notification procedures (“no call – no show”) for clinical absence/tardiness will be cause for administrative action. A pattern of this unprofessional behavior may result in course failure and/or dismissal from the program.

If a student misses clinical time the student is required to make up all of the specific clinical assignments or clinical experiences deemed necessary for course completion. The student is required to make up – hour for hour – all missed clinical time. Make-up assignments and/or experiences will take place on a date and time when an instructor is available to provide appropriate supervision. Please note this may involve weekends and evening or night shifts.

In the event a student does not show up for clinical, the Clinical Coordinator will call the student once to inquire regarding their whereabouts. If the student does not answer, the Clinical Coordinator will leave a message and ask the student to call back to reschedule that missed clinical day. The student will also meet with the BSN Clinical Coordinator the first day after the missed clinical date to discuss the details for clinical make up.

If the student does not contact the Clinical Coordinator by the end of the clinical business day, the BSN Clinical Coordinator will alert the CWSON Dean who will determine the process required to locate the student. This policy will apply to both on-campus and off-campus students.

Clinical Orientation

All nursing students are required to submit completed and signed clinical documentation to the BSN Clinical Coordinator each year. For details, please refer to the section of this *Handbook* titled GENERAL GUIDELINES FOR STUDENT PROTECTION WHILE IN CLINICAL.

It is the responsibility of the student to ensure that all required clinical documentation is kept current. Prior to starting any course with a clinical component students will be required to attend orientation session(s) at the clinical site(s) which may include computer instruction. These sessions are scheduled by the Clinical Coordinator at the discretion of the clinical site and it is the responsibility of the student to be in attendance for any scheduled clinical facility orientation. The student will receive an orientation information packet prior to the start of each clinical rotation which will include the date, time and place of the mandatory orientation.

Should the student neglect to attend a mandatory scheduled orientation the student will not be allowed admittance to the facility in which they were assigned a clinical rotation. The BSN Clinical Coordinator will reschedule an orientation time for the student and will only do this **one time**. However, due to the facility’s timeframe between scheduled orientations, several days or weeks could pass. The student is required to make up any orientation and/or clinical time missed as a result. Should a student miss a second mandatory scheduled or rescheduled clinical orientation, they will be dismissed from the course.

Note: Each clinical facility has requirements and policies unique to their practice setting. The student is required to obey these requirements and policies. Failure to do so may result in inability to progress in the program and/or dismissal from the nursing major.

Clinical Professional Appearance & Attire

(Exceptions may be made for medical purposes only, and only with faculty approval.)

Each student is a representative of Bryan College, the Department of Nursing, and the nursing profession. Part of learning the professional role is knowing how professionals look and dress. Research has shown that what we wear affects how we behave and how we are perceived. All Department of Nursing students are studying to become BSN-prepared nurses and must learn to reflect that professionalism.

Clinical setting:

1. The Student Uniform, Shoes & Equipment
 - a. The uniform itself is to be clean and in good repair. If a student chooses to wear a shirt under the uniform, the shirt must be white or black.
 - b. In the event a student should gain or lose weight and the uniform does not fit well, the student must purchase appropriately sized Nursing uniforms.
 - c. Shoes and laces are to be clean and in good repair. Only non-porous, non-canvas white nursing shoes or all white athletic shoes may be worn. Open toe shoes or shoes with holes are not permitted. Clogs must have a heel strap and the heel strap must be worn at the heel.
 - d. White hose or white socks are to be worn with the uniforms.
 - e. A watch with a second hand, bandage scissors, stethoscope and a black pen are to accompany the student at all times.
 - f. The student is required to wear their nursing ID badge, or where appropriate, another form of identification.
 - g. Appropriate dress for some clinical experiences may vary from the stated code. Follow the guidelines in the course syllabus.
2. Jewelry
 - a. Students may wear a smooth (no stones) wedding band and a watch with a second hand in the clinical setting.
 - b. Piercing jewelry is limited to studs in the ears only.
 - c. No other jewelry is allowed unless it relates to a medical condition.
3. Hair
 - a. Hair is to be neat and clean and trimmed, with no extreme styles.
 - b. Hair styles may not interfere with patient care.
 - c. Long hair must be pulled back off the shoulders and contained at all times. It may not fall down toward the face when looking down, and it may not swing freely.
 - d. Hair color should be natural tones (no pink, purple, green, etc.)
 - e. Men – facial hair, mustaches, sideburns and beards must be well-trimmed and neat
4. Personal Grooming
 - a. Fingernails are not to extend beyond the tip of the finger.
 - b. Fake nails or gel nails are not allowed.
 - c. Colored fingernail polish is not allowed.

- d. Makeup must be moderate.
 - e. No fragrances may be worn.
5. Identification
- a. Wear the Bryan College Department of Nursing ID badge.
 - b. Wear any ID badge required by your clinical setting.

Additional requirements specific to a clinical site or course will be described in your course syllabus.

Dress code for pregnant students:

Students will purchase well-fitting maternity style uniforms and apply the BSN emblem on the left upper sleeve of the uniform. Students must wear the BSN nametag, and all other dress code regulations will apply.

Dress code for simulation and skills lab experiences:

Professional appearance and the Bryan ID badge are expected in all learning areas. When the student is scheduled for a Simulation Lab or Skills Lab experience, the student will wear full clinical uniform.

When in the classroom setting, the student may wear the scrub uniform only if all aspects of “full uniform” are followed. In the clinical setting the “full student uniform” is required.

Dress Code - Violations

- First violation: student notified of the violation.
- Second violation:
 - Student dismissed from the academic/clinical setting for the day.
 - The clinical/course evaluation tool will reflect an “Unsatisfactory” for the required clinical objectives for that day.
 - The student must make up all missed hours – class, lab and/or clinical – per Department of Nursing policy.
- Third violation: student dismissed from the nursing major.

Criminal Background Checks

BSN students are required to complete clinical rotations and provide patient care as part of their degree requirements. Therefore, each BSN student is required to undergo a criminal background check and drug screen upon acceptance to the program, and annually thereafter. Initial program acceptance and continued progression in the program depend on the results of these checks.

Any change in a student’s criminal background status after program acceptance may result in dismissal from the program. BSN program requirements will not be modified for students who have an unsatisfactory criminal background status. The Department of Nursing only guarantees clinical placement for students who have maintained their original criminal background status *upon which program acceptance was determined*.

In addition, any clinical partner may request additional criminal background checks and drug screenings at any time during the student’s matriculation through the program. Students should be prepared to abide by these set clinical protocols and incur any associated fees that may arise in the safety screening process unique to each clinical facility.

If the results of any drug screen or criminal background check are deemed unacceptable, the student may not be able to complete the required clinical experiences. This may impede or prevent the student's progression and/or completion of the BSN degree.

Each state publishes their policies regarding criminal convictions and their impact on obtaining initial RN licensure. Information related to the Tennessee Board of Nursing's policies can be found in this *Handbook* in the section titled *Impact of Criminal Convictions on Board of Nursing Licensure in Tennessee*. Students planning to obtain initial RN licensure in a state other than Tennessee are responsible for knowing that state's board of nursing policies regarding criminal convictions and initial licensure.

Drug, Alcohol and Tobacco Policy

All nursing students are expected to follow the Bryan College Drug, Alcohol and Tobacco Policy as outlined in the *Community Life Standards* document whether on campus, off campus, in a clinical setting, or traveling to/from the clinical setting.

If a student is exhibiting behaviors indicative of being under the influence of drugs or alcohol, he/she will be sent home as unfit to participate in educational activities. The student should be dissuaded from driving a motor vehicle and be advised that law enforcement will be notified if driving occurs. If the student insists on driving, a representative of the Department of Nursing or the College shall contact law enforcement.

It is the student's responsibility to consult with his/her licensed healthcare professional to determine if any medication or drug would adversely affect the student's ability to perform the required educational activities and requires disclosure to the Department of Nursing.

Post-accident testing: Students involved in a clinical-related accident may be required to undergo a drug test. The CWSON Dean and the VP of Enrollment Management & Student Success shall review the circumstances of all clinical-related accidents. Typically, an accident is any event, incident, or judgment resulting in:

- a. Bodily injury (including a needle stick and a blood splash) to the student or another individual that requires medical attention other than First Aid/one time treatment for minor scratches, cuts, burns, splinters, etc.
- b. Death to any person
- c. Damage to property

This policy does not prohibit the legal (prescription or non-prescription) use of medications containing alcohol, or the legal use of controlled drugs taken under supervision of a licensed healthcare professional. However, all students must disclose to the Department of Nursing, **in advance of participating in class or clinical**, when taking medication containing alcohol or any drug that poses a significant risk of substantial harm to the health or safety of the individual or others, or when taking any medication containing alcohol or any drug that renders the student unable to safely participate in required educational activities.

GENERAL GUIDELINES FOR STUDENT PROTECTION WHILE IN CLINICAL

All students are required to follow all Bryan College health and safety protocols.

The student is required to self-disclose any conditions which may impact his or her health, including, but not limited to, an immunosuppressed status, seizures, diabetes, or pregnancy. If a student has a known open lesion the student must report it to the instructor. Students who are uncertain about appropriate precautions must contact their instructor prior to providing patient care.

If the student has any change in his/her health status, they must notify the BSN Clinical Coordinator and/or the CWSON Dean immediately.

Failure of the student to disclose required and/or updated health information poses a threat to student and patient safety and security and therefore could result in the student being dismissed from the nursing major.

A clinical facility may require practices to protect students, patients and clinical site personnel in addition to those shared here. The BSN Clinical Coordinator will notify students and faculty of these additional practices and share any forms or additional documentation that are required.

Immunizations and Physical Exam

The Department of Nursing has adopted the American Nurses Association (ANA) standard which supports exemptions from immunizations for the following reasons:

- a. Medical contraindications
- b. Religious beliefs

All requests for exemptions from immunization should be accompanied by documentation from the appropriate authority to support the request (such as a health care provider or religious leader detailing the reason an exemption is needed). The request for a Hepatitis B Vaccine Waiver is located in Appendix 10.

If the nursing student chooses to be exempted from an immunization, the clinical facility will determine what steps, if any, an un-immunized nursing student must take to reduce the risk of transmitting disease to patients. The clinical facility may deny the student access, which may impact the student's ability to successfully complete the clinical course and/or progress in the BSN program.

Annual documentation of a physical exam and selected immunizations, such as influenza and tuberculin sensitivity testing, is required as per the table below:

Item	Documentation	Required Result DATES REQUIRED	Frequency
Physical Exam	A report signed by healthcare provider	A full physical exam	Full report due before sophomore year
	A form signed by the student	Signed form	Annual form stating that a) nothing has changed or b) listing what has changed
Varicella	A titer report	Proof of immunity	Every 3 years
MMR	A titer report	Proof of immunity	Every 3 years
TB Skin test or CXR	A results report	Clean report	Annually
12 panel drug screen	A results report	Clean report	Annually
Hepatitis B vaccine	A record of the three shots	Proof of vaccine	One time (all three); some sites may require a titer and a booster
TDAP	A record of the vaccine	Proof of vaccine	Every 10 years

Returning to Clinical, Simulation or Lab following an illness, injury, hospitalization, surgery, and/or pregnancy

If a student has been absent from clinical, simulation or lab area due to an illness, injury, hospitalization, surgery and/or pregnancy, the following criteria must be met before the student may return to **ANY** clinical, simulation, or lab setting:

1. The student must be free of any communicable symptoms for a minimum of 24 hours;
2. If the student was under the care of a health care provider (HCP), medical clearance is required. The BSN Student Health Record form is to be updated/completed and marked “without limitations” and submitted to the BSN Clinical Coordinator prior to the student returning to normal academic activities.
3. A pregnant student is required to submit clearance from an HCP in order to continue in clinical experiences **without** limitations. NOTE: Continuation of attendance in clinical experiences will be in accordance with policies of affiliated clinical agencies.
4. Students with casts, splints or a condition that inhibits movement are also required to submit clearance from an HCP before returning to the clinical/simulation setting. NOTE: Continuation of attendance in clinical experiences will be in accordance with policies of affiliated clinical agencies.
5. The student is required to work with their instructor(s) to make up all missed clinical hours – please refer to the *BSN Student Handbook* for further details.

Incidents While in the Clinical Setting or in Skills Lab

If an incident occurs while the student is in the clinical setting, simulation area or in the skills lab, the student must immediately report the incident to the appropriate faculty member. If the faculty member is not immediately available to the student or there is any evidence of immediate danger for the patient or others, the student must report the incident immediately to the appropriate charge nurse or other supervisor of the unit or agency where the incident occurred. The student must notify the appropriate faculty as quickly as possible.

The clinical faculty and the student together will complete an agency-specific Incident Report as soon as possible following the incident. They will both sign the form and forward to the appropriate person. Incidents involving patients with real or potential injury or untoward effects must be communicated to the attending physician. The decision as to who will communicate with the physician is usually jointly determined by the supervisor in the agency and the clinical faculty.

Should the student be questioned about the incident by the agency staff or any other party after the initial reporting process, the student should decline to respond until clinical faculty is present.

In most situations, agency incident reports cannot be photocopied; therefore, the clinical faculty and the student will need to write a narrative description of the incident, using the Department of Nursing Incident Report Form (Appendix 3). A copy of this report will be forwarded to the BSN Clinical Coordinator and to the Bryan College Safety & Security Supervisor.

The report is a confidential document and will be kept in a locked file within the Department of Nursing. It will not become a part of the student's permanent file.

The student may be advised to seek medical attention within 24 hours of the incident. The student should see their healthcare provider and have the necessary testing, evaluation and follow-up performed, if needed.

Practice Expectations in the Clinical Setting

BSN students are required to perform nursing skills safely and competently and to demonstrate accountability for their own behavior. Students are expected to demonstrate growth and improvement as they progress through each course and meet specified clinical objectives. If there are any doubts/questions related to any aspect of providing patient care, students should seek clarification from the clinical instructor. In addition, each course may have specific clinical guidelines that must be followed.

In accordance with 1000-01-.07.d of the Rules of the Tennessee Board of Nursing -Rules and Regulations of Registered Nurses, the practice of nursing incidental to a program of study by students enrolled in a school of nursing approved by the Board is exempt from licensure; however, a student of a school of nursing shall not be employed in a capacity requiring a licensed person.

Faculty members or preceptors providing supervision in the clinical care of patients shall be responsible and accountable for the assignment of patients and tasks based on their evaluation of the student's clinical knowledge and skills. Clinical site supervisors shall also monitor clinical performance and intervene if necessary for the safety and protection of the patients.

Students are expected to display professional behavior in the clinical setting at all times, which includes honesty in all aspects of the clinical experience. Dishonesty in the clinical setting includes but **is not limited to**: misrepresenting completion of clinical hours or assignments; falsification of patient records; fabrication of patient experiences; failure to report omission of, or error in, assessments, treatments or medications; or appropriation/stealing of facility, client, staff, visitor and/or student property. Students

failing to meet these expectations will be dismissed from the nursing major and will not be allowed to apply for readmission.

Satisfactory demonstration and check-off of a skill is required before a student may perform that skill in the clinical setting. **A student may not perform a skill in the clinical setting for which they have not been approved.** The first time a student violates this policy they will be dismissed from the clinical setting for the day and required to undergo on-campus remediation as outlined by the course instructor. After successful remediation is documented the student will make up – hour for hour – the missed clinical time. The second time a student violates this policy they will be dismissed from the BSN program.

Students must perform all nursing skills competently in accordance with facility and Department of Nursing Program policy. If a student does not satisfactorily perform a skill in the clinical setting, the student will be required to complete remediation as outlined by the course instructor. The student will not be allowed back into the clinical setting until satisfactory remediation has been achieved.

Unsafe clinical practice is defined as any behavior that places the patient or staff in either physical or emotional jeopardy and can also include being unprepared for the day's clinical activities. Physical jeopardy is the risk of causing physical harm; emotional jeopardy means the student creates an environment of anxiety or distress, which puts the patient or family at risk for emotional or psychosocial harm.

The first time a student is deemed unsafe or unprepared in the clinical setting, he or she will be dismissed from clinical and will forfeit the clinical day. The student will be required to complete remediation as outlined by the course instructor. The student will not be allowed back into the clinical setting until satisfactory remediation has been achieved and will then be required to make up the missed clinical experience, hour for hour.

The second time a student is deemed unsafe or unprepared in the clinical setting, he or she will be dismissed from the nursing major.

Medication Administration in the Clinical Setting

The following Department of Nursing guidelines are based on an understanding of the information provided above.

Overview of Medication Administration:

- Students and instructors must complete all clinical orientation requirements before they can participate in the clinical experience
- Students must verify and clarify all patient information with the instructor
- Students must be approved by the instructor **before** providing any medications to assigned patients
- Students will **never** provide medications to patients without instructor approval

Medication Administration:

- Students must demonstrate to the instructor a knowledge of their assigned patient's medications which includes, but may not be limited to, actions, side effects, contraindications, and nursing implications.

- Students must verify all medications with the physician's order **prior to administration**.
- Students must clarify with instructor any questions related to medication administration.
- The instructor must supervise the nursing student in the calculation and preparation of all medications.
- Medication administration requires direct supervision by a licensed RN (either the instructor or instructor-approved assigned RN). Students will **never** administer any medication(s) without the instructor's approval for their assigned patient or any other patient.

"High Alert" medicines are safe and effective when taken properly; however, they can cause injury or death if a mistake happens with administration. "High Alert" medications require a minimum of an independent double-check verification. This includes a second nurse verifying the patient, drug, dosage, and route are a correct match to the physician order. Students **may** administer "High Alert" medications **after** the double-check process has been completed. Other students **cannot** be the second person in the verification process.

According to the Institute for Safe Medication Practices (ISMP), "High Alert" Meds include:

- Dextrose IV solutions greater than 10%
- Heparin/Lovenox
- Insulin
- IV Potassium chloride – Pharmacy/facility premixed IV bags only
- IV Sodium Chloride solutions greater than 0.9%
- Narcotics (e. g. Fentanyl; Oxycodone)
- Total Parental Nutrition
- Warfarin

"High Risk" medicines are those that have a high risk of causing devastating patient consequences or death when used in error. Sophomore, junior and first-semester senior students **will not** administer the following "High Risk" medications:

- Adenosine
- Anesthetic agents (e.g. propofol)
- Chemotherapeutic agents
- Dialysis Solutions (e. g. peritoneal/hemodialysis)
- Dopamine/Dobutamine
- Epinephrine
- IV Amiodarone
- IV Nitroprusside
- Magnesium sulfate
- Moderate sedation agents
- Neuromuscular Blocking agents (e. g. succinylcholine)
- PCA narcotics
- Pitocin
- Thrombolytics /Fibrolytics (e.g. TPA)

Second-semester senior students **will not** administer the following “High Risk” medications:

- Anesthetic agents (e.g. propofol)
- Chemotherapeutic agents
- Dialysis Solutions (e.g. peritoneal/hemodialysis)
- Pitocin

A student in the second semester of their senior year may administer approved “High Risk” medications **only** in the presence of their Nursing instructor and **only** with the Nursing instructor’s approval.

In cases where the clinical site’s policy for “High Alert/High Risk” medications differs from Department of Nursing policy, students will consult with their course faculty.

Student Nurse Liability Insurance

Students enrolled in the nursing major are covered by Bryan’s liability insurance while participating in planned program activities.

Personal Health Insurance

Students enrolled in the nursing major are required to demonstrate proof of health insurance coverage while enrolled.

Use of Cell Phones and Cameras in the Clinical Setting

The clinical faculty member will have a cell phone at the clinical site for use in case of emergency. Students may use their cell phone **ONLY** for BSN-required applications. Students are not to use their phone for calls, texting, social media or photography. Failure to comply will result in the student being sent home from the clinical experience for that day, and a failure recorded on their clinical evaluation tool. The missed clinical must be satisfactorily made up, hour for hour. Repeated offenses will result in disciplinary action and possible dismissal from the program.

PROFESSIONAL BEHAVIORS

The Department of Nursing has established a set of professional behavior(s) to assist students to develop their knowledge and skills for positions in their fields:

- Adhere to Bryan College policies and procedures as outlined in the College [Catalog](#), the [Campus Resident Policies and the Community Life Standards](#) documents.
- Adhere to program policies and procedures as outlined in the *BSN Student Handbook*.
- Adhere to policies and procedures of each clinical site
- Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior.
- Demonstrate responsibility and accountability in all aspects of the educational process.
- Demonstrate appropriate communication, interaction and behavior toward other students, faculty and staff, as well as all clinical site personnel.
- Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.

The faculty reserve the right to recommend withdrawal of any student to the CWSON Dean at any time for unprofessional behavior.

Confidentiality

Ethics is an integral component of the nursing profession. All healthcare team members have an ethical and legal obligation to maintain confidentiality of all patient information and the privacy of all records regarding patient care in all clinical settings. The principles of privacy and confidentiality extend to all interpersonal relationships. The ANA's *Code of Ethics for Nurses* is utilized by the Department of Nursing to help students understand the goals, values, and obligations of the nursing profession. This document can be accessed here: <https://codeofethics.ana.org/home>

A responsible, professional standard of conduct is expected from each student. Students are personally accountable for the way in which patient information and other confidential information within clinical settings is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associated information should never browse such information out of "curiosity." It is to be used and accessed only for legitimate, clinical/learning purposes.

A breach in confidentiality which involves discussing and/or releasing confidential patient or facility information, or obtaining unauthorized system access, will lead to disciplinary action from Bryan College. Failure to maintain the patient's right to confidentiality may result in the student's receiving a grade of "F" for the course and dismissal from the nursing program.

Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, always discuss the matter with your faculty member or other Department of Nursing personnel for clarification or direction.

As part of the socialization process to the professional role of the nurse, BSN students are expected to be knowledgeable regarding the information contained in the following documents:

- The AHA Patient Care Partnership (2003) can be viewed and downloaded here: <http://www.aha.org/advocacy-issues/communicatingpts/pt-care-partnership.shtml> The student will uphold the tenets of the Patient Care Partnership in the clinical setting.
- The Health Insurance Portability and Accountability Act (HIPAA) for Professionals can be viewed here: <https://www.hhs.gov/hipaa/for-professionals/index.html> The student will adhere to the guidelines of the HIPAA at all times – inside and outside the clinical setting.

Request for Accommodations Because of a Disability

The Department of Nursing is committed to ensuring all qualified individuals have the opportunity to take part in the educational programs and services offered on an equal basis without discrimination. Reasonable and appropriate accommodations are made on an individual basis and approved by the Bryan College ADA Coordinator in collaboration with the CWSON Dean.

In conformity with the Americans with Disabilities Act (ADA), in order to receive assistance through ADA Services, Bryan College requires individuals (applicants, employees, or students) to identify specific requests for reasonable accommodations that may be necessary due to the existence of a qualified disability.

Inquiries should be directed as follows. For Title IX or ADA issues contact the campus Title IX and ADA Coordinator (see the Directory at the beginning of this *Handbook*). The address and phone number are: Bryan College, 721 Bryan Drive, Dayton, TN 37321. The phone number is (423) 775-2041.

BSN students wishing to request accommodations must follow the process outlined below.

Clinical Accommodations

The student must submit the request for **clinical** accommodations to the ADA Coordinator as follows:

For the Fall semester: the request must be submitted by July 15

For the Spring semester: the request must be submitted by December 15

Failure to submit the request for **clinical** accommodations by these deadlines may impact the student's ability to successfully complete clinical requirements, and therefore affect the student's ability to progress in the BSN program.

If a request for accommodations is received **after** the stated deadlines, clinical experiences and/or evaluation(s) of student performance have already occurred, those experiences and/or evaluation results will not be altered. **Accommodations cannot be applied retroactively.**

Classroom Accommodations

The student must submit the request for **classroom** accommodations to the ADA Coordinator by the **tenth day of class** in the Fall or Spring semester. If the disability is diagnosed after this time period, the student may submit the request later.

If a request for accommodations is received **after** classroom experiences and/or evaluation(s) of student performance have already occurred, those experiences and/or evaluation results will not be altered. **Accommodations cannot be applied retroactively.**

The ADA Coordinator will review the accommodations request and documentation in collaboration with the CWSON Dean, and the decision and any reasonable and appropriate accommodations that can be made will be communicated to the student in writing.

Accommodations may not contradict or override the Essential Functions required of each student as listed in this Handbook.

Request for Accommodations When Taking the NCLEX-RN

Anyone wishing to request accommodation(s) when taking the NCLEX-RN in Tennessee must follow the process outlined below:

- Submit the request in writing with specific details regarding what is desired.
- Submit a letter from the CWSON Dean that describes the accommodation(s) that was/were granted while enrolled at Bryan.
- Submit documents from the healthcare provider making the recommendation for accommodation(s), including the diagnosis that resulted in the accommodation(s).

Anyone wishing to request accommodation(s) when taking the NCLEX-RN outside of Tennessee must contact the Board of Nursing of that state.

Social Media

BSN students are required upon admission, and yearly thereafter, to read the National Council State Boards of Nursing's *Guide to the Use of Social Media* (2024). You will find the guide at https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf

A statement (Appendix 4) must be signed by each student acknowledging awareness and understanding of appropriate use of social media as related to health care settings.

Statement of Essential Attributes

Students of nursing have a responsibility to society to learn the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. This Statement of Essential Attributes is based on an understanding that practicing nursing as a student involves an agreement to uphold the trust which society has placed in us (NSNA Code of Ethics for Nursing Students, 2022, <https://www.nсна.org/nsna-code-of-ethics.html>)

The following statements are standards that comprise four core essential student nurse competencies. *In addition to academic qualifications, the Bryan College Department of Nursing considers the ability to consistently demonstrate these personal and professional attributes essential for entrance to, continuation in and graduation from its nursing degree program.* Students are expected to sign a statement (Appendix 5) at the beginning of each academic year to indicate their commitment and ability to consistently demonstrate these attributes.

Physical Attributes

Nursing students must possess sufficient motor and sensory skills to provide safe nursing care and participate in the classroom and clinical experiences deemed necessary to meet both professional nursing practice standards and academic nursing program standards. Students must be able to:

- (Motor) Move throughout the classroom, lab and/or clinical site and stand for periods of time to carry out patient care activities; be physically capable of performing patient care duties for up to 12 hours at a time, day or night; and lift 50 pounds.
- (Vision) See and accurately read print, computer screens and handwriting, including patient care orders and other documents, and demonstrate the ability to differentiate colors.
- (Hearing) Hear and differentiate tonal variances or do so with the assistance of technology such as an amplified stethoscope.
- (Smell) Differentiate smells, such as smoke, bodily fluids and other odors.
- (Tactile) Accurately distinguish texture, temperature, pulsations, and moisture, with or without gloves.
- (Gross/Fine Motor) Manipulate equipment and tools necessary for providing safe nursing care such as medical equipment/devices, syringes/needles, stethoscopes and computers.

Cognitive Attributes

Nursing students must exhibit sufficient knowledge and clarity of thinking to process information and apply it appropriately to situations in classroom and clinical experiences. Students must be able to:

- Learn effectively through a variety of modalities including, but not limited to, classroom instruction, small group discussion, group assignments, individual study of materials,

preparation and presentation of written and oral reports and use of computer-based technology.

- Assimilate knowledge acquired through the modalities above and effectively apply that knowledge in clinical settings for a variety of individual, family or community needs and problems.
- Write and comprehend both spoken and written English.
- Speak English well enough to understand content presented in the program, adequately complete all oral assignments and meet objectives of assigned clinical experiences.
- Accurately apply basic mathematical skills such as ratio/proportion concepts, use of conversion tables and calculations of drug doses and solutions.
- Organize thoughts to communicate effectively through written documents that are correct in style, grammar, spelling, mechanics and American Psychological Association (APA) formatting.
- Gather data, develop a plan of action, establish priorities and monitor treatment plans.
- Utilize appropriate judgment and critical thinking behaviors such as properly incorporating previous knowledge from a wide range of subject areas into current patient care situations.

Interpersonal Attributes

Nursing students must possess the ability to identify behaviors and attitudes in themselves and others, as well as have the ability to self-regulate their own behaviors and attitudes, in order to ensure professional practice and delivery of care. Students must be able to:

- Establish rapport with individuals, families and groups.
- Respect individual patient differences such as cultural, ethnic, religious, gender, age and sexual orientation.
- Relate effectively to other students, faculty, College/hospital staff and patients/families to fulfill ethical obligations of the nursing profession including altruism, autonomy, human dignity, integrity and social justice.
- Negotiate interpersonal conflicts effectively.
- Maintain sufficient mental/emotional stability to tolerate stressful situations, adapt to changes, respond to the unexpected, maintain objectivity and recognize personal strengths and limitations consistent with safe clinical practice so as to ensure no direct threat to the health or safety of others.
- Sustain safe nursing practice without demonstrated behavior of addiction to, abuse of or dependence on alcohol or other drugs that may impair behavior or judgment.
- Preserve confidentiality related to professional collaboration and patient care.
- Maintain professional relationships and expectations in all areas of student life, including academic, work and personal.
- Critically examine and self-edit social media content posted and hosted with the understanding that they impact both educational and professional opportunities. Refrain from posting distasteful, offensive, immoral, unethical or confidential content.
- Accept appropriate ownership of responsibility for their own actions and for the impact of these actions on others.
- Abide by the American Nurses Association Code of Ethics located at <http://www.nursingworld.org/codeofethics>

Performance Attributes

Nursing students must be able to maintain performance standards and expectations of the clinical site, Bryan College and the Department of Nursing while upholding and enhancing the reputation of the nursing program and the College at large. Students must be able to:

- Continuously exhibit a functional state of alert, self-aware, and respectful behavior during classroom and clinical experiences.
- Perform multiple assignments/tasks concurrently and in a timely manner.
- Provide patient safety in various stressful situations and in settings which may be physically and emotionally demanding.
- Arrange travel to and from academic and clinical sites, both local and distant.
- Tolerate the mental demands of differing shifts, body rhythm changes, increasingly difficult patient workloads and fatigue.
- Submit all required documents prior to entering the clinical setting each academic term.
- Critically think and concentrate with ability to respond quickly to changes in patient and unit conditions.
- Maintain integrity of the Department of Nursing student uniform, which is to be worn only in its entirety in approved clinical and academic settings.
- Comply with all applicable Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) standards.

Bryan College and the Department of Nursing do not discriminate; however, the Department of Nursing believes that all students enrolled must possess these attributes in order to be successful and achieve the level of competence necessary for safe, professional practice. If an applicant believes that he/she cannot meet one or more of these abilities/skills without accommodations or modifications, determination will be made, on an individual basis, whether or not the necessary accommodations or modifications can be reasonably made.

Student Incivility

As members of the Bryan community, all students are expected to affirm and live out the Bryan General core values of Christ-like servanthood, integrity, respect and personal responsibility (*Bryan College Community Standards*, pp. 2-3). The faculty and staff of the Department of Nursing at Bryan College fully support these core values and expect students to abide by the guidelines as outlined in the [Community Life Standards](#) document.

The Department of Nursing also utilizes the American Nurses Association's (ANA) (2025) position statement with regard to individual roles and responsibilities of nursing students to create and sustain a culture of respect, free of incivility, bullying and workplace violence. Nursing students have an ethical, moral and legal responsibility to create a healthy and safe work environment for all members of the nursing education team and all healthcare teams, healthcare consumers, families and communities. The ANA guidelines can be found here:

<https://www.nursingworld.org/globalassets/practiceandpolicy/nursing-excellence/incivility-bullying-and-workplace-violence--ana-position-statement.pdf>

ANA's *Code of Ethics for Nurses with Interpretive Statements* (2015) states that nurses are required to "create an ethical environment and culture of civility and kindness, treating colleagues, co-workers, employees, students, and others with dignity and respect" (p. 4).

The nursing profession – which includes the Department of Nursing– does not tolerate violence of any kind from any source. All nursing students, all healthcare teams and healthcare workers in all settings must collaborate to create a culture of respect, free of incivility, bullying and workplace violence.

Incivility includes displaying a lack of respect and professionalism when interacting with Department of Nursing faculty and staff, with each other – whether in writing or face to face, and with any employee or patient in a clinical setting. Students’ opinions and feedback are welcomed, provided they are shared in a professional and courteous manner.

Any student found to be in violation of this policy will be immediately dismissed from the BSN program and not afforded the opportunity for readmission.

COURSE/PROGRAM EVALUATION

Bryan College provides opportunities for students to evaluate the quality and appropriateness of classroom instruction. These evaluations are scheduled in advance, and Bryan College requests students’ participation every term.

Additionally, students are asked to complete BSN course evaluations upon the completion of each course, as well as simulation, skills lab and clinical site evaluations. The data from these evaluations are compiled, analyzed, and utilized to improve the quality of academics and services provided to the student.

LICENSURE TO PRACTICE AS A PROFESSIONAL NURSE

The Bryan College BSN Program is designed to prepare students to practice as a nurse generalist in a variety of practice settings. Graduates of Bryan College who successfully complete all requirements leading to the BSN degree may sit for the NCLEX-RN in the state of Tennessee.

The State of Tennessee professional nursing license (RN/Registered Nurse) is granted through the Board of Nursing at the following location:

Tennessee Department of Health, Tennessee Board of Nursing
665 Mainstream Drive
Nashville, TN 37243
(615) 423-1566

Website: <https://www.tn.gov/health/health-program-areas/health-professional-boards/nursing-board/nursing-board/about.html>

Students who wish to sit for the NCLEX-RN outside of the State of Tennessee will need to apply to the Board of Nursing of that state. Students should be aware that NCLEX-RN requirements vary from state to state and are subject to change based on that state’s Board of Nursing. Boards of nursing may have requirements in addition to an earned degree, and Bryan College highly recommends that students who plan to take the NCLEX-RN in a state other than Tennessee contact the appropriate Board of Nursing to determine if additional requirements are needed. Each state’s NCLEX-RN requirements can be found on the National Council of State Boards of Nursing [website](#).

The NCLEX-RN can be taken in any state convenient to the graduate. The results will be directed to the nursing regulatory body where the graduate applies for their authorization to test (ATT) and licensure. The graduate must apply for a license in the state where they intend to legally reside.

If the graduate's primary/legal state of residence (PSOR) is a Nurse Licensure Compact (NLC) state, they will be required to take the NCLEX-RN in their PSOR. For a list of NLC states, please click [here](#). For more information on the NLC and new nursing graduates, please click [here](#).

Bryan College has made determinations whether Bryan's Baccalaureate of Science in Nursing program meets the NCLEX-RN requirements for each US state or territory, and that information can be accessed [here](#). Please note: this determination only relates to the BSN degree program and does not address the Nurse Licensure Compact requirements described above.

Annual criminal background checks are conducted on all BSN students, and progression through the program may be impacted by the results of these checks.

The Tennessee Board of Nursing has articulated their expectations for applicants for RN licensure. They can be found in the Tennessee Board of Nursing's (TBON) *Rules and Regulations of Registered Nurses*, ((October, 2024), <https://publications.tnsosfiles.com/rules/1000/1000.htm>

Excerpts from this document are shared below so that all BSN students are aware of the TBON's expectations and requirements.

The Board of Nursing is concerned about individuals with criminal histories who apply for licensure as nurses. The Board's concern stems from the fact that nurses care for patients in a variety of settings, including patients' homes, where there may be no other health care providers and no other person to witness what nurses are doing. Patients are often vulnerable, both physically and emotionally. Nurses have access to personal information about patients and/or the patients' families. Nurses have access to patients' property and provide intimate care to patients. The Board believes that persons who receive nursing care and their families should be able to have confidence that an individual licensed by the Board does not have a history of mistreatment, neglect, violence, cheating, defrauding the public, or otherwise taking advantage of another person. In making decisions on applicants with criminal histories the Board will follow the applicable provisions of the "Fresh Start Act" found at T.C.A. § 63-1-130.

Any individual who applies for any license and supplies false or incomplete information to the Board on an application for licensure regarding the individual's criminal record or record of discipline in another state will be denied said license. (TNBON, October 2024, Rule 1000-01-.06, p.10)

STUDENT CONDUCT POLICIES

Abuse or Denying Others Access to Information or Resource Materials

Students engaging in any of the actions listed below may be academically withdrawn from the course and/or the BSN program:

Any act that maliciously hinders the use of or access to library or course materials	The removing of pages from books or journals or reserve materials
The removal of books from libraries without formally checking out the items	The intentional hiding of library materials
Obstructing or interfering with another student's academic work	The refusal to return reserve readings to the library

Acquiring or Providing Information Dishonestly

Students engaging in any of the actions listed below may be academically withdrawn from the course and/or the BSN program:

Using unauthorized notes or other study aids during an examination	Using unauthorized technology during an examination	Improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view
Looking at other students' work during an exam or in an assignment where collaboration is not allowed	Attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed	Obtaining an examination prior to its administration; altering graded work and submitting it for re-grading
Allowing another person to do one's work and submitting it as one's own	Undertaking any activity intended to obtain an unfair advantage over other students	

Conflict Resolution

Students are encouraged to resolve problems through normal administrative channels. Prior to filing a grievance, the student is encouraged to contact his/her instructor first, then their academic advisor, and finally the Dean of the Clara Ward School of Nursing to determine if resolution can be achieved within the School. A petition for a grievance hearing must be made in writing and submitted to the VP for Academic Affairs.

Complaint Process

Instructions related to the informal and formal student complaint process can be found in the [Community Life Standards](#) document.

Student complaints are defined as a formal claim, in writing, by a student or a group of students regarding alleged improper, unfair, arbitrary or discriminatory treatment. Claims that are classified as complaints include, but are not limited to academic grievances, conduct issues, and harassment. These complaints may include a grievance with a member of the faculty, staff, administration, or student body. Please note that the grade appeal process is separate and is outlined in the Bryan College [Academic Catalog](#) and in the Department of Nursing *Student Handbook*.

A student will not be subject to unfair actions as a result of initiating a complaint proceeding.

Conspiracy

Agreeing with one or more persons to commit any act of academic dishonesty.

Fabrication of Information

Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate; misrepresenting oneself or one's status in the College; perpetrating hoaxes unbecoming to students in good standing or potentially damaging to the College's reputation or that of the members of its academic community of students and scholars.

Facilitating Academic Dishonesty

Aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of course, departmental, or College academic honesty policies; providing false information in connection with any academic honesty inquiry.

Falsifying Records and Official Documents

This is defined as forging signatures or falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, letters of permission, or any other official College or School of Nursing document.

Harassment

Harassment is defined as actions that may be offensive toward, or create an offensive environment for, another group or individual including, but not limited to, use of obscene, vulgar, profane, lewd language or the making of a proposal of an indecent nature, or the threatening of any person. Also, included in this definition is any action or situation that may produce mental or physical discomfort, embarrassment, or ridicule to or for any group or individual.

Multiple Submissions

Occurs when the student submits the same work for credit in two different courses without the instructor's permission.

Plagiarism

Plagiarism is the deliberate or unintentional use of another's words or ideas without proper citation for which the student claims authorship. It is a policy of Bryan College that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a course. Students may not submit the same work completed for one course in any other course, earning credit for the same work each time. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties. Please refer to the Bryan College *Community Life Standards* and *Campus Resident Policies* for more information.

Sanctions for Violating the Academic Honesty Policy/Honor Code

All progressive disciplinary measures will follow the Bryan College *Community Life Standards*. Bryan College believes strongly that each student against whom the College is forced to take action has a right

to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found in the Bryan College *Catalog* and the *Community Life Standards*.

Student Grievances

If a student violates Bryan College's standards of conduct in a classroom, the first level of discipline lies with the faculty member. Please refer to the Bryan College *Community Life Standards* and *Campus Resident Policies* for further information and procedures related to student grievances.

TECHNOLOGY – ACCEPTABLE USE

Bryan College (BC) provides technology systems for the purposes of educating College students, promoting academic research, communicating with BC constituents, and administering the daily business of BC. It is the desire of BC that technology systems provided by the College be used in a manner that reflects the goals and mission of Bryan. These policies have been established to promote an environment that is safe and secure for all constituents and encourage students to act in a professional and responsible manner.

Please refer to the Bryan College *Community Life Standards* for technology and electronic communication related policies.

Computer and Network Access/Computer Requirements for the School of Nursing

Students are expected to possess a computer throughout the duration of their nursing program. Student computers must be able to run a supported browser for Brightspace and handle additional plug-ins as identified by the Learning Management System (LMS) and some nursing courses. Students should be able to produce, send, and receive documents that are compatible within the two most recent offerings of Microsoft Office to complete most of their assignments. Computer and Internet connection may need to be fast enough in some courses to watch streaming videos, participate in live meetings, upload large files, install software, and listen to audio lectures.

Copyright

Students are responsible to comply with copyright laws and applicable licenses that apply to software, files, documents, messages and other material they wish to download or copy. Proprietary materials belonging to entities other than the student should not be transmitted on the College's email system or via the College's Internet connection. All students obtaining access to any material prepared or created by another company or individual must respect any attached copyrights and may not copy, retrieve, modify or forward such copyrighted materials, except with written permission of the lawful owner. Students receiving electronic files via the Bryan College's email system or Internet connection should ensure the sender is the lawful owner or has obtained the necessary license.

Exclusive Property

All equipment, services and technologies provided to students as part of Bryan College's computer system constitute the exclusive property of Bryan College. Similarly, all information composed, transmitted, received or stored via the BC computer system is also considered the property of Bryan College. As such, all stored information is subject to disclosure to management, law enforcement and other third parties, with or without notice to the student.

Communication Etiquette

The Department of Nursing faculty and staff communicate with students primarily via Bryan email and within the Brightspace LMS. It is the student's responsibility to check their Bryan email account and Brightspace for messages and announcements. Keep in mind those receiving communication from you perceive communication through your writing only. They do not have an opportunity to see the expression on your face, or your body language, which are all important parts of communication. Please be careful that what you write is what you truly want to convey.

- Review what you've written before submitting it so that it is an accurate reflection of your intent.
- It is OK to disagree but please do so in a manner that is constructive, rather than destructive, encouraging rather than denigrating.
- USING ALL CAPITAL LETTERS IS THE SAME AS SHOUTING!!!! Use capitals only to emphasize a point, do not type full online posts in capital letters.
- Respect other's opinions, as you would have yours respected.
- Incivility will not be tolerated.

If you have an issue with a fellow student, please share your concerns with your faculty. If there is a problem with faculty, please contact the CWSON Dean.

Use of Bryan College Identity

The Bryan College name, seal, logo, telephone numbers or address are reserved for official College business and may not be used for any other purpose including electronically (fax, Internet, etc.) in advertising or for non-College sponsored events without explicit written permission.

STUDENT SUCCESS & SUPPORT SERVICES

Academic Advising

During the freshman year, students will be assigned a nursing faculty advisor who will meet with the student at least once a semester to track their progress through the curriculum. During advising sessions, the faculty advisor will review overall academic performance and make administrative information changes as necessary.

Whenever possible, nursing faculty – including the student's advisor – will work with a student to identify academic and/or clinical issues and offer assistance to address the issue(s) in an attempt to help the student avoid academic failure. Assistance may take the form of remedial assistance, recommendations for work outside of class, referrals to counselors, etc. The nursing faculty advisor is dedicated to meeting the student's needs and will assist with each student's academic needs in a professional and caring manner.

Academic Resource Center

The Academic Resource Center (ARC) offers tutoring, student success coaching, calling and career services, testing services and more. Students are encouraged to hang out in The Hub, utilize the ARC study rooms, schedule a study group, or just come grab some coffee. The ARC is located on the second floor of Mercer.

Bryan College Library

The Bryan College Library advances the curriculum, research, and reading interests of Bryan students with scholarly and professional sources, reference consultations and instruction. The library is housed in the Livesay Learning Center, next to Mercer. The library hours – and other information – are located on their website at <https://library.bryan.edu/about>

Bryan’s nursing collections can be found here:

<https://library.bryan.edu/az.php?s=208701>

<https://library.bryan.edu/nursing-subject-guide>

The library’s collections include print and electronic books and journals, research databases, media, and media equipment. Students have access to group and quiet study areas, a computer classroom and lab, self-service digital scanner, printers, and color print and fax services.

Library faculty encourage Bryan students to develop information fluency skills, which are the ability to:

- define and articulate a topic or problem,
- locate and retrieve credible information from a variety of sources,
- evaluate the literature or data in the context of the topic,
- modify research strategy to seek additional sources,
- organize, synthesize and use knowledge gained to accomplish a specific purpose, and
- communicate results effectively and ethically in an academic or professional setting.

Students may consult with librarians at the reference desk at 423-775-7307 or by e-mail at

Library@Bryan.edu

Financial Assistance

Financial assistance is available and information may be obtained from the Web at

<https://www.bryan.edu/admissions/undergraduate/financial-aid/>

Locker Keys

Each student is assigned a locker key at the beginning of their sophomore year. Students are required to turn in their locker keys at the end of each Spring semester. Keys will be reissued each Fall. If a locker key needs to be replaced, a fee of \$15 will be charged to the student’s account.

Student ID and Replacement

Upon admission to the program, each student will be issued a Department of Nursing student ID. If it’s necessary to replace the BSN student ID, a fee of \$10 will be charged to the student’s account.

Traditional Ceremonies

White Coat Ceremony

The white coat ceremony is a tradition used to mark a sophomore nursing student’s introduction to the clinical health sciences – just prior to beginning the hands-on element of patient care. During this ceremony students are asked to be explicit in their commitment to demonstrating a Godly character, maintaining confidentiality of healthcare information, and prioritizing the safety of their patients. The ceremony is held annually early in the Spring semester.

Pinning Ceremony

The Nursing Pinning Ceremony marks the senior nursing student's completion of the BSN Program and entry into the profession of nursing. Pinning is a tradition steeped in nursing history including the lighting of the Florence Nightingale Lamp and recitation of the Florence Nightingale Pledge. The Pinning Ceremony is usually held in May.

Graduation Ceremony

Bryan College graduation ceremonies are attended by faculty and graduates from all academic programs. Graduates with special academic honors are recognized at this time and this occasion marks the student's official graduation from Bryan College. Nursing students are strongly encouraged to participate in this event in order to share their accomplishment with fellow graduates, faculty and staff who have been a part of the graduates' lives during their academic experience, and their families and friends who have supported them throughout their student careers.

Department of Nursing Graduation Requirements

- Complete a minimum of 120 semester hours of coursework, with a minimum of 25% of the semester hours earned through Bryan College.
- BSN students must have a cumulative GPA of 2.75 or higher and a minimum grade of "C" in all courses required for the degree.
- A minimum of 30 semester hours at the 300/400 level.
- Complete the core curriculum requirements.
- Transfer students must earn a minimum of 15 semester hours at Bryan in the major area of study, and 40% of the credits in the major must be at the 300/400 level.
- Demonstrate proficiency in the use of the English language as described under core curriculum requirements.
- Complete the last 31 hours in residence.
- File an Application for Graduation form by the end of the junior year.
- Participate in commencement exercises.
- A readmitted student exiting the College must graduate under the Catalog that is current upon their readmission.
- Students must complete all requirements for graduation in order to participate in commencement exercises.
- Students must pay all financial accounts in full in order to participate in commencement.

BSN COURSE DESCRIPTIONS

NUR221 Introduction to the Nursing Profession I 2 cr.

Course Description:

Introduces nursing as a scientific discipline with unique ways of knowing and caring. Introduces the Ward School of Nursing's conceptual framework of professional nursing from a biblical perspective.

NUR222 Introduction to the Nursing Profession II 2 cr.

Introduces applied concepts of professional nursing communication including methods, terminology, electronic/written records, and cultural and generational cues.

NUR223 Health Promotion & Patient Safety 3 cr.

Course Description:

Introduces foundational principles, concepts and methods to provide safe, quality patient care, improve patient outcomes and improve the culture of the healthcare practice environment.

NUR225 Health Assessment for the Professional Nurse 3 cr.

Course Description:

Prepares students to integrate observations, systematically collect data and communicate effectively in the comprehensive health assessment of clients.

NUR270 Foundations of Nursing Practice 4 cr.

Course Description:

Guides application of theory and principles for basic nursing interventions for individuals with common health alterations. Commences socialization into the professional nursing role. Clinical required.

NUR327 Contemporary Issues in Healthcare 2 cr.

Course Description:

Explores the impact of emerging issues in healthcare on the professional nurse's role and practice.

NUR329 Global Health Perspectives 3 cr.

Course Description:

Prepares the nurse to provide culturally appropriate physical and spiritual care for diverse clients.

NUR332 Nursing Research & Evidence-Based Practice 3 cr.

Course Description:

Develops skills necessary to identify, appraise and apply best evidence to support nursing practice, improve client health and leverage change in healthcare.

NUR334 Healthcare Economics 2 cr.

Course Description:

Examines the nurse's role in coordinating resources to provide safe, quality and equitable care to diverse populations within complex healthcare systems.

NUR337	Clinical Management of Disease I	3 cr.
Course Description:		
Examines the pathophysiologic basis for alterations in health across the lifespan. Applies principles of drug action and nursing implications within the framework of the nursing process. Study is centered on the GI, musculoskeletal, female reproductive, integumentary, immune and neurological systems, as well as oncological illnesses.		
NUR338	Clinical Management of Disease II	3 cr.
Course Description:		
Continues to examine the pathophysiologic basis for alterations in health across the lifespan. Applies principles of drug action and nursing implications within the framework of the nursing process. Study is centered on the GI, circulatory, endocrine, renal, and male reproductive systems, as well as oncological illnesses.		
NUR371	Foundations in Adult Health I	5 cr.
Course Description:		
Initial application of the nursing process, critical thinking and clinical decision-making in the care of adults with acute or chronic illness. Clinical required.		
NUR372	Foundations in Adult Health II	5 cr.
Course Description:		
Advanced application of the nursing process, critical thinking and clinical decision-making in the care of adults with acute and chronic illness. Clinical required.		
NUR374	Foundations in Family Health	4 cr.
Course Description:		
Utilization of the nursing process in the assessment and management of healthcare for the childbearing and childrearing family. Emphasizes the nurse's role in health promotion and disease prevention for families. Clinical required.		
NUR441	Nursing Informatics & Telehealth	2 cr.
Course Description:		
Utilization of electronic information and telecommunication technologies to support and promote long-distance clinical health care.		
NUR442	Servant Leadership for the Professional Nurse	3 cr.
Course Description:		
Explores the process of Christian nurse leadership within the culture of today's healthcare systems. Includes a review of classic and emerging leadership and organizational theories, and the development of personal insight and self-awareness.		
NUR473	Foundations in Mental Health	4 cr.
Course Description:		
Application of the nursing process in the compassionate care of individuals and families experiencing acute or chronic psychiatric/mental health illnesses. Clinical required.		

NUR475 Foundations in Population Health 5 cr.

Course Description:

Explores the nurse's role in managing the healthcare of populations. Clinical required.

NUR476 Interprofessional Coordination of Patient Care 5 cr.

Course Description:

A clinical immersion experience providing opportunities for intentional collaboration across professions to optimize patient care, enhance the healthcare experience, and strengthen outcomes for a variety of stakeholders.

NUR478 Advanced Care of the Complex Patient 4 cr.

Course Description:

Synthesizes all prior nursing knowledge in the management of care of critically ill clients and their families. Focuses on complex nursing decisions and interventions across a variety of environments. Clinical required.

NUR490 Senior Seminar 2 cr.

Course Description:

Synthesizes knowledge from all nursing courses to help prepare students to take the NCLEX-RN and transition into the nurse generalist role.

DEPARTMENT OF NURSING – POLICY PETITION FORM

Please type your information into the gray boxes below. You are not limited to the size of the boxes – they will expand as needed to accommodate what you have typed.

Date:

Name:

Student ID:

Bryan email address:

Which Bryan College or School of Nursing policy are you petitioning?

What is the outcome you are seeking?

Describe why an exception should be made. Please be as specific as possible and include all relevant information. It is the student's responsibility to submit all relevant information.

Appendix 2: Criminal Background Check & Drug Screening Waiver

I have read the Department of Nursing Criminal Background Check & Drug Screening policies and understand my responsibility in the criminal background and drug screening process. By my signature I agree to the terms of program acceptance and/or program continuation based on the results of both the criminal background check and drug screen test.

Date

Student's Printed Name

Student's Signature

**DEPARTMENT OF NURSING
INCIDENT REPORT**

Date of report:

Name of person exposed/injured:

Check: **Faculty** **Student** **Other (list):**

Details of procedure being performed when incident occurred (include where and how, if incident was related to sharp device, type of device, how and when during use of device incident occurred):

Details of incident (include type and amount of fluid/material and severity of incident; depth of injury; amount of fluid injected if applicable; duration of contact and condition of skin):

Action taken (include whether or not the student was requesting to go for testing; if testing was refused by the student, did he/she sign a form acknowledging that decision):

Follow-up:

Signature of Faculty

Date

Signature of Student

Date

Copy to Clinical Coordinator

Appendix 4: Social Media/Confidentiality Policy

I have read and understand the National Council of State Boards of Nursing's *A Nurse's Guide to the Use of Social Media* (2024), which can be accessed at https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf

I promise to conduct my use of social media in adherence to these guidelines and realize inappropriate use of social media is subject to disciplinary actions up to and including dismissal from the Department of Nursing.

Student Signature

Date

Appendix 5: Statement of Essential Attributes

(To be completed at the beginning of each academic year of enrollment.)

Students of nursing have a responsibility to society to learn the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. This Statement of Essential Attributes is based on an understanding that practicing nursing as a student involves an agreement to uphold the trust which society has placed in us. The following statements are standards that comprise four core essential student nurse competencies. In addition to academic qualifications, the Bryan College School of Nursing considers the ability to consistently demonstrate these personal and professional attributes essential for entrance to, continuation in and graduation from its nursing degree programs.

Physical Attributes

Nursing students must possess sufficient motor and sensory skills to provide safe nursing care and participate in the classroom and clinical experiences deemed necessary to meet both professional nursing practice standards and academic nursing program standards. Students must be able to:

- (Motor) Move throughout the classroom/clinical site and stand for periods of time to carry out patient care activities; be physically capable of performing patient care duties for up to 12 hours at a time, day or night; and lift 50 pounds.
- (Vision) See and accurately read print, computer screens and handwriting, including patient care orders and other documents, and demonstrate the ability to differentiate colors.
- (Hearing) Hear and differentiate tonal variances or do so with the assistance of technology such as an amplified stethoscope.
- (Smell) Differentiate smells, such as smoke, bodily fluids and other odors.
- (Tactile) Accurately distinguish texture, temperature, pulsations, and moisture, with or without gloves.
- (Gross/Fine Motor) Manipulate equipment and tools necessary for providing safe nursing care such as medical equipment/devices, syringes/needles, stethoscope and computers.

Cognitive Attributes

Nursing students must exhibit sufficient knowledge and clarity of thinking to process information and apply it appropriately to situations in classroom and clinical experiences. Students must be able to:

- Learn effectively through a variety of modalities including, but not limited to, classroom instruction, small group discussion, group assignments, individual study of materials, preparation and presentation of written and oral reports and use of computer based technology.
- Assimilate knowledge acquired through the modalities above and effectively apply that knowledge in clinical settings for a variety of individual, family or community needs and problems.
- Write and comprehend both spoken and written English.
- Speak English well enough to understand content presented in the program, adequately complete all oral assignments and meet objectives of assigned clinical experiences.
- Accurately apply basic mathematical skills such as ratio/proportion concepts, use of conversion tables and calculations of drug doses and solutions.

- Organize thoughts to communicate effectively through written documents that are correct in style, grammar, spelling, mechanics and American Psychological Association (APA) referencing.
- Gather data, develop a plan of action, establish priorities and monitor treatment plans.
- Utilize appropriate judgment and critical thinking behaviors such as properly incorporating previous knowledge from a wide range of subject areas into current patient care situations.

Interpersonal Attributes

Nursing students must possess the ability to identify behaviors and attitudes in themselves and others, as well as the ability to self-regulate their own behaviors and attitudes, in order to ensure professional practice and delivery of care. Students must be able to:

- Establish rapport with individuals, families and groups.
- Respect individual differences such as cultural, ethnic, religious, gender, age and sexual orientation.
- Relate effectively to other students, faculty, College/hospital staff and patients/families to fulfill ethical obligations of the nursing profession including altruism, autonomy, human dignity, integrity and social justice.
- Negotiate interpersonal conflicts effectively.
- Maintain sufficient mental/emotional stability to tolerate stressful situations, adapt to changes, respond to the unexpected, maintain objectivity and recognize personal strengths and limitations consistent with safe clinical practice so as to ensure no direct threat to the health or safety of others.
- Sustain safe nursing practice without demonstrated behavior of addiction to, abuse of or dependence on alcohol or other drugs that may impair behavior or judgment.
- Preserve confidentiality in regards to collaboration and patient care.
- Maintain professional relationships and expectations in all areas of student life, including academic, work and personal.
- Critically examine and self-edit social media content posted and hosted with the understanding that they impact both educational and professional opportunities while refraining from posting distasteful, offensive, immoral, unethical or confidential content.
- Accept appropriate ownership of responsibility for their own actions and for the impact of these actions on others.
- Abide by the American Nurses Association Code of Ethics (located at <http://www.nursingworld.org/codeofethics>).

Performance Attributes

Nursing students must be able to maintain clinical agency, College and nursing program performance standards while upholding and enhancing the reputation of the nursing programs and the College at large. Students must be able to:

- Continuously exhibit a functional state of alert, self-aware, and respectful behavior during classroom and clinical experiences.
- Perform multiple assignments/tasks concurrently and in a timely manner.
- Provide patient safety in various stressful situations and settings which may be physically and emotionally demanding.
- Arrange travel to and from academic and clinical sites, both local and distant.
- Tolerate the mental demands of differing shifts, body rhythm changes, increasingly difficult patient workloads and fatigue.

- Timely submit required medical and certification documents to online database.
- Critically think and concentrate with ability to respond quickly to changes in patient and unit conditions.
- Maintain integrity of the Bryan College nursing uniform, which is to be worn only in its entirety in approved clinical and academic settings.
- Comply with all applicable Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) standards.

I have read the Bryan College School of Nursing **Statement of Essential Attributes**, and understand my responsibilities as outlined therein. By my signature below I agree that:

- I am able to satisfactorily demonstrate all of these attributes
 - If there are attributes I am not able to satisfactorily demonstrate, I will notify the BSN Clinical Coordinator immediately.
- I will faithfully demonstrate all of these attributes while a student in the Department of Nursing
- If I fail to faithfully demonstrate any of these attributes while a student in the Department of Nursing, I understand my progression in the BSN program may be affected.

Student ID #: _____ Date: _____

Print Name: _____

Signature: _____

Appendix 6: Department of Nursing Honor Code Acknowledgement Form

By signing below, I acknowledge that I have been informed of the Department of Nursing honor code during the BSN orientation.

The Department of Nursing honor code states:

“Every student shall be honor bound to refrain from cheating (including plagiarism). Every student shall be honor bound to refrain from stealing. Every student shall be honor bound to refrain from lying. Any violation of this Honor Code can result in dismissal from the College.” The Bryan College Honor Code is designed to enhance academic uprightness on the campus.

I pledge to uphold the principles of honesty, fairness, integrity, and respect, and I will fulfill my responsibilities as a part of the Bryan College Community.

I also understand that it is my responsibility to review and become familiar with the *BSN Student Handbook* as well as the code of conduct and information pertaining to conduct proceedings as stated in the Bryan College *Campus Resident Policies and Community Life Standards*

Name: (Printed) _____

Signature _____

Date: _____

Student ID# _____

Appendix 7: Department of Nursing Student Handbook Acknowledgement Form

By signing below, I acknowledge that I have been oriented to and have read the Department of Nursing *BSN Student Handbook*. I was also given the opportunity to ask questions or to clarify any material contained within the *BSN Student Handbook*. I understand my rights and responsibilities contained in the *BSN Student Handbook*.

Name: (Printed) _____

Signature _____

Date: _____ Student ID# _____

Appendix 8: Department of Nursing Application for Readmission

A student may apply for readmission to the nursing major one time.

A student must apply for readmission to the nursing major if any of the following situation(s) apply:

- If the student chooses to take a Withdrawal or a Leave of Absence from the nursing major;
- If the student was dismissed or administratively withdrawn from the nursing major for any reason;
- If the student has not been enrolled in any nursing course for 90 days or more.

In order to be considered for readmission a student must complete the following process:

1. Make an appointment for a counseling session with the ARC
 - a. To enroll in the spring semester: by **9/1**
 - b. To enroll in the fall semester by **2/1**
2. Complete the Application for Readmission (Appendix 8) and return it to the CWSON Office as follows:
 - a. To enroll in the spring semester: application is due by **10/15**
 - b. To enroll in the fall semester: application is due by **3/15**
3. Submit a letter of request to the **BSN Chair**
 - a. To enroll in the spring semester: application is due by **10/15**
 - b. To enroll in the fall semester: application is due by **3/15**

The letter should include the following:

- Reason(s) why the student was not successful during his/her initial enrollment;
 - Details of the student's meeting with their advisor upon dismissal, and how the student has followed the advisor's advice;
 - Action(s) the student **has taken** in the time away to ensure the student's success in the nursing major, if readmitted;
 - Reason(s) why the student believes she/he should be readmitted;
 - Action(s) the student **will take** to ensure academic success in the nursing major if readmitted.
 - Letter must be written in Times New Roman, 12 pt. font, single spaced, and free of spelling and grammatical errors.
 - Letter must be submitted with the Application for Readmission.
4. If the student has not been enrolled in any nursing course for 90 days or more, she/he must successfully pass the Skills Proficiency Exam (SPE).
 - a. To enroll in the spring semester: by **10/31**
 - b. To enroll in the fall semester: by **3/31**

The student is to come prepared for the SPE. If the student fails the first attempt, he/she is allowed one opportunity to retake the SPE. If the student fails to pass the SPE on the second attempt, the student will not be readmitted to the nursing major

5. **Students accepted for readmission** are required to make an appointment with the BSN Clinical Coordinator
 - a. To enroll in the spring semester: by **10/31**
 - b. To enroll in the fall semester: by **4/1**
 - c. This is required in order to process clinical requirements.

6. Complete & Pass a Dosage & Solutions (D&S) test at 90%
 - a. To enroll in the spring semester: by **11/1**
 - b. To enroll in the fall semester: by **4/1**

The student is allowed one opportunity to retake the D&S exam; If the student fails to achieve a minimum score of **90% on the D&S exam on the second attempt**, the student will not be eligible for readmission to the nursing major.

Each of these elements is required to be completed in the order listed. If one or more elements is not addressed/included, the application will be considered incomplete, and the student will be required to wait until the next semester to be considered for readmission.

A student seeking readmission to the nursing program must be accepted within one year of exiting the nursing program. Students who have an interruption of more than one year will be required to re-apply to the nursing program and will need to retake all nursing courses previously taken.

If the nursing curriculum has changed during the period the student is seeking readmission, the student may be required to complete additional courses to meet the requirement of the new curriculum.

If a student has earned a grade below a "C" for any course required for the nursing major, that course must be repeated. If the course has an NUR prefix, it will be repeated after the student is readmitted. If the course does not have an NUR prefix, that course must be repeated **prior to** readmission to the nursing major.

The student's cumulative GPA must be 2.75 or higher to be eligible for readmission.

Readmission is not guaranteed; however, all complete applications will be reviewed by the Department of Nursing faculty. Incomplete applications will not be considered.

When a student is readmitted to the nursing major, he or she will fall under the BC *Catalog* and Department of Nursing BSN *Student Handbook* that are current upon his/her readmission. The student should understand that this may mean he or she may be required to complete additional coursework to fulfill degree requirements. The readmitted student must also comply with any recommendations made by the faculty related to their readmission.

****Please include the information as required on the next page.**

This is to declare my intent to reenter the nursing major at Bryan College in the _____ semester of 20_____. By signing this, I indicate that I have read and understand the above requirements to apply for readmission.

Name (print)

Email address

Student signature/Date

Advisor signature/Date

Appendix 9: BSN Release Agreement

This release is effective as of the day it is signed.

WHEREAS, I understand and acknowledge that there are certain risks inherent in clinical experiences, including, but not limited to, catastrophic injury, disease, HIV exposure, hepatitis exposure, invasion of privacy, emotional unrest, and even disability or death.

In considering of Bryan College allowing me to participate in clinical experiences for its Department of Nursing BSN degree program, I agree as follows:

I release and forever discharge Bryan College and its agent's employees, officers, directors, contractors, consultants, successors, and assigns from any and all claims, demands, actions, or causes of action that arise from or are in any way connected with:

1. My participation in the Department of Nursing BSN degree program clinical experience.
2. Travel to and from clinical sites.

It is my understanding that this Release Agreement also applies to medical expenses that I incur, and I acknowledge that any medical expenses I incur during my participation in clinical experiences are my responsibility, and not the responsibility of Bryan College.

This Release Agreement shall be binding on my successors and assigns.

READ BEFORE SIGNING

Date _____ Participant Signature _____

DOB _____ Participant Name (print) _____

Address _____

Person to contact in case of emergency:

Name _____ Relationship _____

Phone _____ Fax (if available) _____

Address _____

Email (if available) _____

Appendix 10: Hepatitis B Vaccine Waiver

I understand that during my clinical learning experiences I may be exposed to blood or other potentially infectious materials, and I may be at risk of acquiring a Hepatitis B Virus (HBV) infection, a potentially serious disease. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine.

Please check the appropriate statement:

- I decline the Hepatitis B vaccination at this time. I have been informed and understand the possible risks of acquiring a Hepatitis B Virus (HBV) infection.**

- I am currently in the process of receiving the 3-dose series of Hepatitis B vaccine at 0-, 1- and 6-month intervals. I will obtain anti-HB serologic testing 1-2 months after does #3. Until this process is completed, I have been informed and understand that I continue to be at risk of acquiring a Hepatitis B Virus (HBV) infection.

People ID #: _____ Date: _____

Print Name: _____

Signature: _____

*Female students who believe they are pregnant must provide a letter from their health care provider indicating their expected delivery date and the lab result for Anti-Hepatitis B. Although the Hepatitis B vaccine is not contraindicated during pregnancy, the decision to receive their vaccination should be made in consultation with their health care provider.

**Students are advised that some health care clinical agencies will not allow anyone who has not received the Hepatitis B vaccination and/or demonstrated immunity to Hepatitis B to participate in a clinical rotation at their site.

Appendix 11: Student Expectations and Guidelines for the Skills Lab & Simulation Area

The Department of Nursing Skills Lab and Simulation Area are designed to provide realistic, hands-on learning opportunities that complement your classroom and clinical experiences. To ensure a safe, respectful, and effective learning environment, all students are expected to adhere to the following expectations and guidelines.

Orientation and Scheduling

- All students must complete the Simulation Lab Orientation before participating in any skills lab or simulation activities.
- Use of the simulation lab will be scheduled through the simulation team and faculty.

Dress Code and Personal Items

- The skills & simulation labs adhere to the Department of Nursing clinical dress code.
- Store personal items in the student lockers. Do not bring personal belongings into the lab areas.
- Cell phone use must follow clinical setting guidelines.

Video and Photography Consent

- Students are informed that practice in the skills lab and simulation area may be videotaped or photographed for debriefing, assessment, education, promotional materials, or research. Recordings may be erased 30 days after simulation.
- By signing this form, you acknowledge that you understand recording may occur and consent to this use **unless** you specifically object to your instructor or simulation personnel.

Equipment and Supplies

- Students are expected to bring required equipment and supplies as instructed by faculty.
- Reference books are available in the Nursing office. Some may be checked out; contact simulation personnel for assistance.
- Do not operate equipment without permission and guidance from Department of Nursing faculty or staff.
- Food and drink are not allowed in rooms with simulators. Water bottles with secure lids are permitted in classrooms and debriefing areas.
- Only silicone-based lubricants may be used on simulation equipment. Water-based lubricants (e.g., KY Jelly) can damage equipment and are prohibited.
- Items that may stain or damage manikins or equipment, such as pens, markers, or Betadine, should not be used near simulators.

Physical Safety

- Dispose of sharps in designated sharps containers. Never place sharps in trash or recycling.
- Medications and supplies in the simulation lab are for simulation only. They are not safe for human or animal use and must never be taken to clinical areas.
- Report damaged, malfunctioning, or unsafe equipment immediately to Department of Nursing faculty or staff.
- If an injury occurs in the skills lab or simulation area, notify Department of Nursing faculty or staff immediately. An incident report form, located in the Student Handbook, must be completed.

Preparation and Participation Requirements

- Students may be required to complete preparatory assignments before attending high-fidelity simulations. These assignments are essential for full participation.
- Students who arrive without completing required preparation may be considered unprepared for the day and may not be permitted to participate.

Psychological Safety

- High-fidelity simulations are designed to challenge students with realistic situations they may not yet feel fully prepared for. These are formative learning experiences where mistakes are expected and considered part of the normal learning process.
- Skills competency check-offs are separate, formal evaluations. These will be clearly identified, with expectations explained and opportunities to practice provided.
- Professionalism, respect, and collaboration are expected at all times in the skills lab and simulation area. Disrespectful, disruptive, or bullying behavior is not tolerated and should be reported to Department of Nursing faculty or staff.
- Simulation scenarios reflect real-life situations and may involve sensitive content. Students who find a scenario distressing are encouraged to notify faculty privately; an alternative activity will be provided without penalty.

Confidentiality

- Students are expected to maintain confidentiality regarding individual or group performance. Discussion of student performance should not take place outside of Department of Nursing facilities.
- Do not share details of simulation scenarios with students who may complete the same scenarios later. Doing so deprives them of valuable learning opportunities and is considered academic dishonesty.

Fiction Contract

- The purpose of simulation-based training is to develop clinical skills, judgment, and reasoning for the care of real patients. Faculty and simulation staff will make every effort to create realistic patient care scenarios; however, not every element of a real clinical setting can be replicated.
- Students are expected to fully engage in the simulation as if the patient and situation were real. This includes acting professionally and performing tasks as you would in actual practice.

Debriefing

- Debriefing is a required part of the learning process and provides an opportunity to reflect, discuss clinical reasoning, and identify areas for improvement in a supportive environment.
- Thoughtful participation in debriefing is expected.

Quality Improvement

- After each simulation experience or event, students will be asked to provide feedback on the simulation. This helps improve future learning experiences.
- Honest, constructive feedback is encouraged and valued.

By signing below, I acknowledge that I have been informed of the Department of Nursing expectations and guidelines for the skills lab and simulation areas. I had the opportunity to ask questions and understand my rights and responsibilities.

Name: (Printed) _____

Signature: _____

Date: _____

Student ID#: _____